



NTC & Fort Irwin Counseling Guide



Counseling Guide

Many leaders will receive this guide and ask why it is necessary. They will say, “I don’t need a guide to know my Soldiers. I do that already.” What I’m seeing across the installation is that our current standard for “knowing our Soldiers” is too low. This fact has become evident in the wake of several serious incidents, where “post-blast investigation” revealed facts about the Soldier that several echelons of leaders should have known.

For instance, it is unacceptable for a leader not to know that a Soldier has separated from his wife and for months has continued to live off post. It is also unacceptable for a leader not to know if a Soldier pays child support or has designated someone other than his spouse to receive death benefits/SGLI. Conversely, I expect our leaders to know their Soldiers’ personal goals and map out a plan to meet them. As much as we think we are practicing engaged leadership, and although we can never mitigate risk to zero...we can always improve.

Using this guide, I expect leaders at echelon to achieve the following guidance:

- Leaders will **prioritize engaged leadership** through daily interactions and formal counseling, and do so at the expense of METL training, when necessary.
- Leaders will actively gather critical information from personnel documents and associated agencies to “connect the dots” of their Soldiers’ lives. **This effort is decisive in identifying risk and setting conditions for that Soldier’s success.**
- Leaders will go beyond the superficial discussion that too often characterizes “counseling.” They will **ask hard, often uncomfortable questions** seeking information and answers that will improve—and possibly save—the lives of their subordinates.
- Leaders will use the Army’s Composite Risk Management Worksheet (DA Form 7566) as the primary tool to document identified risk, develop risk mitigation measures, and develop an implementation plan. Every Soldier will have an individual CRM Worksheet.
- First Sergeants will be personally responsible for Soldier transitions within the formation, for both company-to-company, and intra-Brigade/intra-post moves. Managing these transitions, especially with medium and high risk Soldiers is critical to mitigating risk.
- Finally, leaders will complement the effort to reduce risk with a corresponding campaign **to inspire Soldiers to live the Army Values**. Leaders will seek, identify, and emphasize strengths, help Soldiers achieve personal and professional goals, and continue to display an example worthy of emulation. They accomplish this feat through effective counseling, and as such leaders, primarily NCOs, will institute a counseling training program to ensure all leaders understand how to properly counsel subordinates. *Proper counseling is the linchpin to everything within this document.*

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DEPARTMENT OF THE ARMY
HEADQUARTERS NTC AND FORT IRWIN
BUILDING 988, INNER LOOP ROAD
FORT IRWIN, CA 92310



AFZJ-CG

1 May 2016

MEMORANDUM FOR All Military Leaders at Fort Irwin

SUBJECT: NTC & Fort Irwin Counseling Guide

1. REFERENCES

- a. Army Doctrine Reference Publication 6-22, Army Leadership, September 2012
- b. Field Manual 6-22, Leader Development, June 2015

2. APPLICABILITY. This guide applies to all NTC & Fort Irwin Leaders and Soldiers.

3. STATEMENT OF MILITARY PURPOSE AND NECESSITY. Soldiers are the heart and soul of any US Army unit. NTC & Fort Irwin are no different. America provides our Army its sons and daughters whom we are responsible for equipping, training, and deploying to fight and win the nation's wars. My intent is for Platoon level leadership be able to identify and correlate / fuse (connect the dots) risk data points and classify high, medium, and low risk Soldiers. Once identified the Platoon leadership executes an enduring risk-mitigation program which educates and empowers leaders to take care of their Soldiers and ultimately protect the force. My goal is to lower the medium / high risk Soldiers and to continue to provide a prosperous low risk population to succeed. This is really about knowing your Soldiers so you can take care of them.

4. POLICY:

a. New Soldiers, regardless of rank, will be counseled in accordance IAW this guide within thirty days of signing into the unit or being transferred from one organization to another within the Brigade. All units will dedicate time on their training calendar every month for counseling and packet updates. Monthly, first line supervisors will counsel Soldiers (using the SLRRT as a tool to guide conversation), complete a new DA 4856, update the Composite Risk Management worksheets, and review other portions of the comprehensive counseling packet. Quarterly, supervisors ensure all aspects of the comprehensive counseling packet are up to date. Based on the skill level of leadership, time spent with subordinates, and the risk level of the identified Soldier, subordinate leaders may accept risk in areas not specified above. However, the NTC/Fort Irwin standard is that within 24 hours of an incident, a 100% complete comprehensive counseling packet is presented to the chain of command for review, with no documents more than 90 days old.

b. Soldiers moving inside of a MSC or across the installation to various formations will be personally handed off from 1SG to 1SG with his/her comprehensive counseling packet with them to the gaining unit. The gaining unit will assign him to a first line leader (NCO) who will conduct an assessment and counsel the Soldier as they enter into the unit. The intent is the comprehensive counseling packet moves with the Soldier just like his/her APFT scorecard, weapons qualification scorecard, and driver's license.

c. The counseling guide is a critical tool which provides the leaders at the squad, platoon, and company/troop level the means to identify and fuse multiple indicators and then assess potential challenges and opportunities in the personal and professional lives of their Soldiers. It requires leaders to ACT and be proactive in helping set goals for achievement and to identify risk to be mitigated. Doing these things through active and aggressive leadership will greatly enhance the readiness of our formation and build resiliency in our Soldiers and Families.

<<Original Signed>>

Joseph M. Martin
Major General, USA
Commanding



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HEADQUARTERS, NTC AND FORT IRWIN
BUILDING 988, INNER LOOP ROAD
FORT IRWIN, CA 92310



AFZJ-CG

1 May 2016

MEMORANDUM FOR All leaders, NTC & Fort Irwin, CA

SUBJECT: Soldier Transition Standard Operating Procedure (SOP)

1. The purpose of this memorandum is to establish an SOP which creates the framework for the execution of Soldier transitions between Detachments, Companies/Troops, or intra-Brigade and intra-post moves.
2. Similar to transitions between different phases of an operation, Soldier transitions between units requires careful coordination. Valuable understanding and insight into a Soldier's performance and character may be lost if not properly shared between losing and gaining units. If a proper transition does not take place, a leader's ability to mitigate risks that affect the health and discipline of the force will be hindered. If we don't get this right, units will continue to expend organizational energy reacting to serious incidents related to health and discipline rather than preventing incidents which known factors may have helped to predict. Leaders must ensure this understanding is passed on to the new unit when a Soldier transition occurs.
3. To facilitate the transition and understanding of the Soldier's personal situation, first line leaders (CPL and above) will utilize the Soldier Counseling Guide to help identify and mitigate risks that a Soldier may have and which could negatively impact the health and discipline of the force. The counseling packet will be created when a Soldier arrives to the unit and will be reviewed as a part of monthly counseling.
4. First line supervisors will brief their respective supervisors on key issues identified in the CG prior to any transition or unit to unit move of a Soldier. This will ensure that supervisors are aware of events going on in their Soldiers' lives. This also provides the new chain of command the opportunity to gain important insight and guidance from the Soldier's previous chain of command.
5. In order to ensure proper transition of Soldiers between units, squad leaders will conduct the following actions, verified by PSG:

A comprehensive counseling packet file must be completed by the losing unit and transferred to the gaining unit.

Mandatory training (as required by AR 350-1) will be documented in the Digital Training Management System (DTMS) to ensure training records are transferred to the gaining unit.

The losing unit's First Sergeant will personally accompany the transitioning Soldier and deliver the comprehensive counseling packet to the gaining unit's First Sergeant to ensure a proper hand off between units is accomplished. Personal face to face hand off of the Soldier and his/her counseling packet is the critical component of the transfer and cannot be delegated below the 1SG level. This is 1SG to 1SG transfer is non-negotiable.

<<Original Signed>>
Joseph M. Martin
Major General, USA
Commanding



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AFZJ-CSM

1 May 2016

MEMORANDUM FOR RECORD

SUBJECT: Standards for counseling packets

1. All leaders will maintain a counseling folder for each of their Soldiers IAW this SOP.
2. Counseling folders are to be secured in a secure location when not being utilized.
3. All counseling folders will be assembled and maintained in the following manner:
 - a. A multi-tab folder will be utilized for this purpose.
 - b. Tab1 will consist of the Soldiers Privacy Act Statement, Counseling Folder Standards, the Soldiers Personal Data Sheet, Sponsorship Worksheet, ERB, LES, DD-93, SGLV, Profiles if applicable, Family Care Plan if applicable, EFMP if applicable and a Strip Map from the unit CP to the Soldiers barracks room or quarters. The barracks strip map will include building number, floor, and room number. The quarter's strip map will include address.
 - c. Tab 2 will consist of a Personal Goal Sheet, the MOS Professional Development Model (ACT), Criteria for Promotion, Promotion Point Worksheet (DA Form 3355), Record Fire Score Card, APFT Scorecard, and if applicable the Body Fat Worksheet (DA Form 5500).
 - d. Tab 3 will consist of the Soldier's Developmental Counseling to include Performance, Professional Growth, and Event Counseling. For NCOs, Tab 3 will also consist of the NCOER Support Form (DA Form 2166-9-1A), NCOs previous NCOER, and the NCOs Rating Scheme. For officers, Tab 3 will include the OER Support Form (DA Form 67-10-1A). *Note: NCOs and officers will not be required to provide previous NCOERs/OERs from previous unit or from a different rater in the same unit. However, they may do so voluntarily.
 - e. Tab 4 will consist of the Adverse Counseling Roster. If applicable it will also consist of Soldier's Adverse counseling (DA Form 4856-E), Blotter Extract, SIRs, Article 15, Bar to Reenlistment, and Flag Report.
 - f. Tab 5 will consist of Training Certificates, Hand Receipts, CIF Records, Personal Clothing Request (DA Form 3078), and Personal Property Record (DA Form 4986). NCOs in the grade of E-5/SGT and above will have a current signed copy of the OCIE Clothing and Accountability Statement.
4. The counseling folder will be reviewed periodically. Squad/Section Leaders will review their teams' folders monthly. Squad/Section Leaders will have their counseling folders reviewed by their Platoon Sergeant quarterly and the results issued in a special counseling. Counseling files are subject to Commanders and 1SGs/CSMs at any time.
5. Leaders will be held strictly accountable for these folders. Success or failure in the upkeep of these folders will be annotated on the appropriate periodic counseling and/or NCOER.

<<Original Signed>>
Edison M. Rebuck
CSM, USA
Command Sergeant Major

Situational Vignette

It's Friday and PFC Jones arrives to the Company and is assigned to your squad. PFC Jones is a 22-year-old male and is a recent graduate of the 11B OSUT training at Fort Benning, GA. Fort Irwin is his first assignment and at first glance he appears to be squared away. PFC Jones' professional bearing is outstanding, his haircut is a high and tight, and his uniform looks immaculate. You quickly scan through his in-processing packet and pull out his OSUT APFT card, noticing his score of 300. PFC Jones' first impressions are sealed, but things are not always what they seem. PFC Jones is married and informs you his wife didn't accompany him to Fort Irwin. PFC Jones tells you he is residing in quarters on Fort Irwin. You ask him if he needs anything prior to the weekend and he responds no. As you watch him walk to his vehicle, you notice he is getting into a 2016 GMC Yukon with a young lady sitting in the passenger seat and driving off.

Here is what you wish you knew about him. PFC Jones is married, but it's not a "real" marriage. Rather, it is an arranged marriage to get the BAH, which he is splitting with a person he knows back home. PFC Jones is staying with a SPC Johnson who only requires him to pay the "water bill" in lieu of rent. SPC Johnson is in another brigade and is being chaptered out of the Army for patterns of misconduct due to multiple positive drug tests. Further, PFC Jones has a motorcycle and keeps it at a storage facility for safe keeping. PFC Jones's experience in motorcycle riding dates back years so he doesn't feel it's necessary to do any additional training. The young lady you see in his Yukon is his real girlfriend whom he just met at Shockwave. PFC Jones' DD93 instructs his sister is to be notified of his death and receive his remains but, PFC Jones' father is the beneficiary of his SGLI. He doesn't like to reveal information about himself to anyone...he doesn't feel that it is anyone's business but his own. To PFC Jones, this is a job and only a job, not a profession.

Why don't we know these facts about PFC Jones?

Would it help us take care of him, and be best for the unit, if we knew PFC Jones better?


Who should ask him these deeper questions?

What tools should PFC Jones' leaders use to get to know him?

... What must we do?

The “Why”

In April 2016, The Fort Irwin and NTC Commanding General identified that our current standard for “knowing our Soldiers” is too low. This fact has become evident in the wake of several serious incidents, where “post-blast investigation” revealed facts about the Soldier that several echelons of leaders should have known. This effort supports the Chief of Staff of the Army’s number one priority, READINESS.

	
Lead 6's Priorities	
The National Training Center	
1) Building training readiness level (TRL) 1 for each Rotational Training Unit and validate home station training.	
2) Sustaining and improving a high fidelity training environment conducive to RTU leader development.	
3) Increase the readiness of the Soldiers assigned to Fort Irwin (focus on the fundamentals).	
4) Improve leader development of all cohorts assigned to Fort Irwin.	
5) Transformation to NTC 2025.	
6) Continue to improve the work environment and quality of life for the Fort Irwin Community.	
7) Improve outreach effort with our Army, our Unified Action Partners and the American people.	

Additionally, the Army is seeing an increasing trend on high risk behavior and incidents.

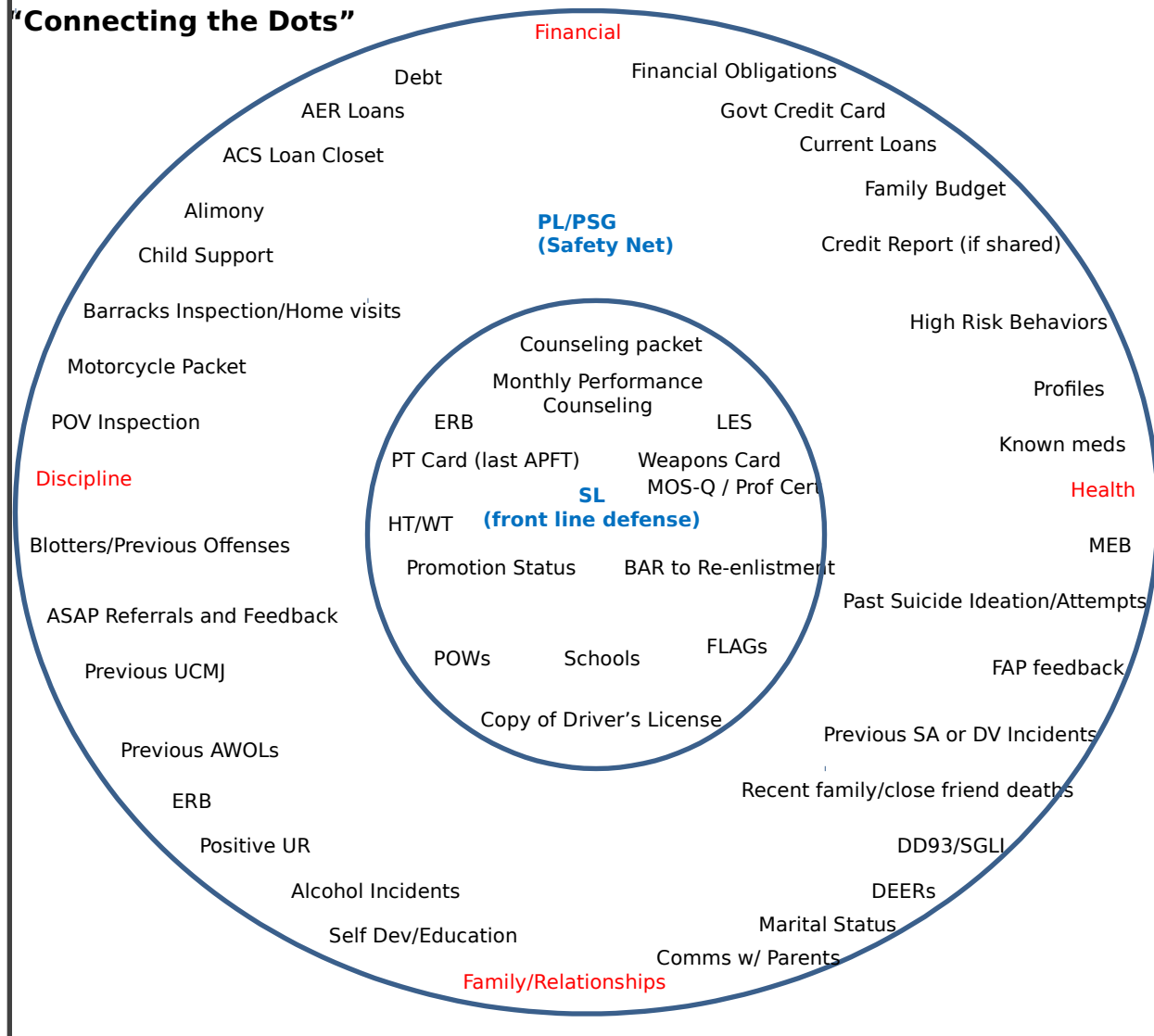
In response, to recent incidents within our own formation and in adjacent units, we must assess the junior leader engagement and risk mitigation procedures currently in place. The resulting mission analysis revealed a fundamental problem .

**Problem
Statement:**

We currently lack the ability to identify and correlate risk indicators, and then take action to mitigate the risk to maintain good order and discipline and protect the force.

It became clear that leaders at many levels were not engaging Soldiers to the level that would adequately identify risk. We were also not leveraging the multitude of available data to build a holistic picture of the Soldier. In short, we were not “connecting the dots.” For example, upon inspection, a commander found discrepancies between DD93 and ERB data that pointed to clear risk indicators in the area of Family/Relationships that the first-line supervisor was not aware of.

Tools for “Connecting the Dots”



Enable platoon-level leadership to objectively identify, correlate/fuse risk data points and classify high, medium, and low risk Soldiers; and execute an enduring and evolving risk-mitigation program that educates and empowers leaders to take care of their Soldiers and protect the force. Hold accountable those that do not.

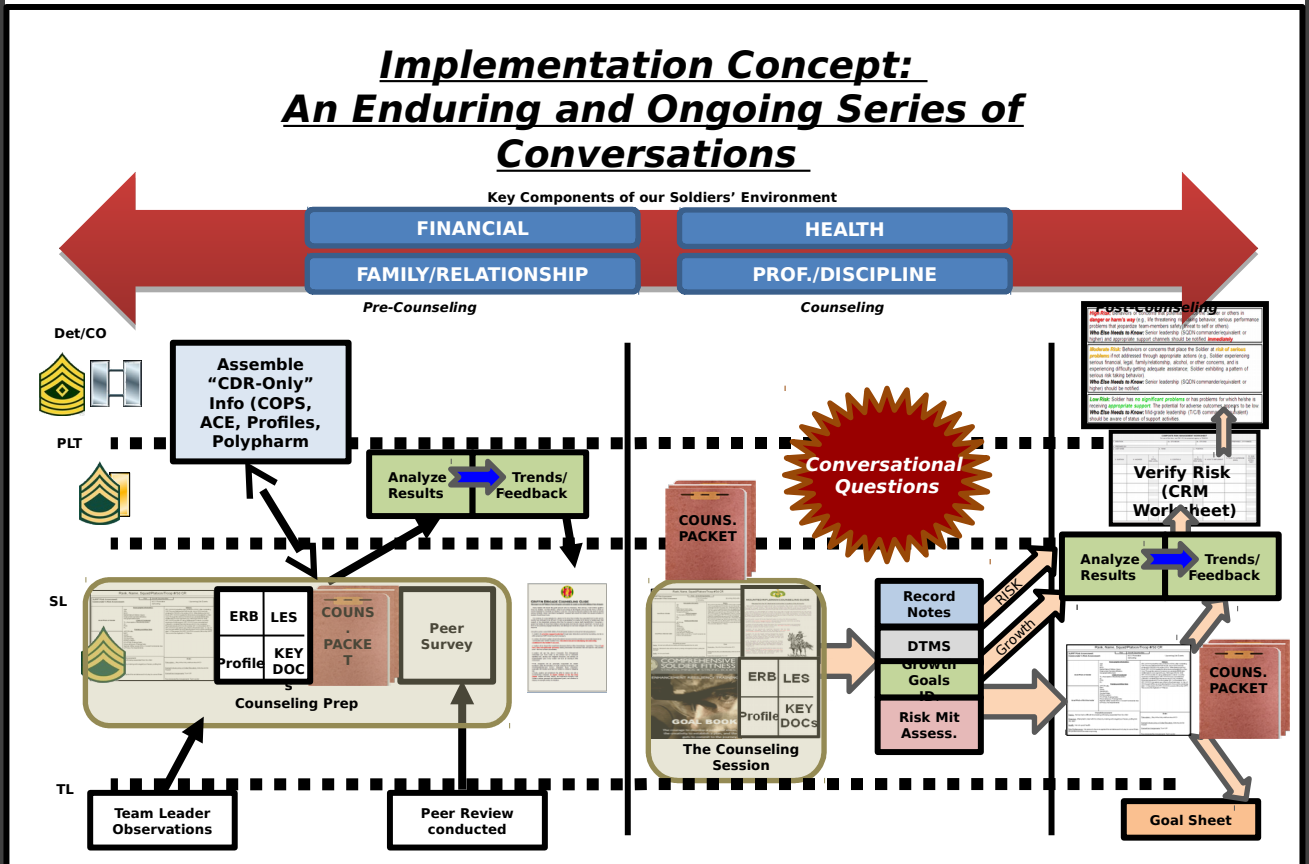
This slide represents the initial concept that guides squad leaders through the process of assembling critical documents, and observing and engaging Soldiers to identify growth and risk indicators, then making a recommendation to the Platoon leadership for verification.

The diagram illustrates a process for integrating various data sources into a company-level system for Soldier Profile Cards (SPC) and CRM Worksheets. The process is as follows:

- Inputs:** SLRR, Financial, Family/Relationship, Health, Prof./Discipline, Couns. Packet, Critical Document, Soldier Profile Card.
- Processing:**
 - Financial, Family/Relationship, Health, and Prof./Discipline feed into **CONVERSATIONAL QUESTIONS**, **CRITICAL DOCUMENTS**, and **OBSERVATIONS**.
 - CONVERSATIONAL QUESTIONS, CRITICAL DOCUMENTS, and OBSERVATIONS feed into **GROWTH INDICATORS** and **RISK INDICATORS**.
 - GROWTH INDICATORS and RISK INDICATORS feed into **Refined Guidance/Application of Risk Mitigation**.
- Integration:**
 - Refined Guidance/Application of Risk Mitigation feeds into the **CRM Worksheet**.
 - The **CRM Worksheet** feeds into the **Soldier Profile Card**.
 - The **Soldier Profile Card** feeds into the **Integration into company-level systems and Commander-Centric Information (COPS, ACE, Profiles, Polypharm)**.
- Verification and Updates:**
 - PL/PSG** verify the CRM Worksheet, elevate if necessary, and apply mitigation measures through **SQR LDR**.
 - SQR LDR** updates the SPC and CRM Worksheet.

In this slide, the process begins with the Leader-Soldier counseling interaction as the leader looks for indicators of growth and risk along four key categories: Financial, Family/Relationship, Health, and Professional/Discipline. (Note: the SLRRT questions are arranged along these categories). He then makes risk/growth recommendations to the platoon leadership, who verify those recommendations and assist the squad leaders in executing a mitigation/growth plan with the Soldier. This process is a key component of the BCG, but does not capture the pre-counseling effort the squad leader must perform, essentially a “map reconnaissance” of the Soldier. Chief in that effort is leveraging commander-level resources to identify behavioral and administrative indicators of risk, such as inconsistencies in financial data or a past history of UCMJ offenses. Additionally, integrating the existing risk mitigation tool (the CRM Worksheet) provides a method for the first-line leader to formally capture risk indicators and clearly convey the mitigation plan to the platoon leadership for verification.

After further development, the resulting Implementation Concept for the counseling guide segments the counseling process into three critical phases to capture risk and growth in our Soldiers: Pre-Counseling Actions; the Counseling Session; and Post-Counseling Integration.



In accordance with the HQDA EXORD 110-21, Ready and Resilient Campaign, company programs will address Army substance abuse and Prevention (ASAP)/Drug Testing, Sponsorship, Comprehensive Soldier and Family Fitness (CSF2), Army Career and Alumni Program (ACAP), Integrated Disability Evaluation System (IDES), access to Behavioral Health, Family Advocacy Program (FAP), Army Suicide Prevention Program (ASPP), Commander's Report of Disciplinary or Administrative Action, (DA Form 4833), SHARP, and Army Risk Reduction Program. Company commanders should support and utilize these Army and installation assets. First line leaders should incorporate information from these programs into their counseling, leverage their resources, and measure Soldier health with the metrics in these programs.

Vision: “Transition from Reactive to Proactive”

When implementing this guide, a key perspective to adopt is that the first line supervisors are critical; they engage and observe their personnel for indicators of both risk and opportunities for growth. This guide primarily focuses on discovering / mitigating risk, and it is the first line supervisor's job to identify risk indicators and recommend an assessment of that risk up the chain of command. To do so, he incorporates observations from every member of the squad, scours administrative data, assesses on / off-duty activities, and personally engages every Soldier.

The first line supervisor must know his Soldiers to a level that may feel uncomfortable (for both leader and Soldier). He must ask the “question behind the question” and not settle for a superficial response. The following questions represent the level of uncomfortable detail a leader must reach with a Soldier to find the underlying risk indicator:

- “What recent losses have occurred recently in your family and friends? How do you think it has affected you?”
- “What event sparked your last negative counseling?”
- “How is your relationship with your spouse?”
- “How many credit cards do you have open? What is your budget plan?”
- “What medications are you currently taking?”

While he will trust that the Soldier is providing honest and forthright answers, the first line supervisor must verify those answers using a host of available tools at multiple echelons. Failing to do so not only puts the Soldier at risk due to inexperience, complacency, or misjudgment...it also creates the potential to degrade the unit's effectiveness and morale in the wake of a discipline failure or serious incident. We owe it to our Soldiers and our teams to engage at the deepest level possible, ask the hard questions, and remain knowledgeable and creative in applying methods to mitigate risks.

This guide is arranged to provide sequential instruction on the counseling process (Pre-Counseling Actions, the Counseling Session, and Post-Counseling Integration) as well as provide a host of resources that all leaders can use to mitigate risk and maximize growth opportunities.

The “What”

The counseling guide integrates several key documents (some preexisting and some new) into an ongoing, dynamic, interactive counseling process. Previous sections provided the background and conceptual framework for the counseling guide. This section will detail the specifics of the components of the counseling guide, including the Comprehensive Counseling Packet, the Soldier Profile Card, CRM worksheet, and critical administrative documents, then give an explanation of how to use each document as part of a complete counseling process.

References:

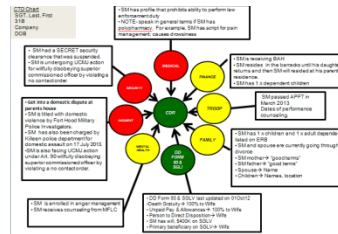
The foundational references that support the counseling guide include:

- Army Doctrine Reference Publication 6-22, Army Leadership, September 2012
- Field Manual 6-22, Leader Development, June 2015
- FM 6-22, Army Leadership, Appendix B, Counseling, October 2006
- Commanders Handbook for Unit Leader Development, May 2012
- The US Army Soldier and Leader Risk Reduction Tool (USA SLRRT)
- The US Army Soldier and Leader Risk Reduction Guide
- Composite Risk Management DA Form 7566, APR 05

Comprehensive Counseling Packet. The primary tool available remains the trifold counseling packet, with the DA Form 4856 as the most essential document. Leaders at all levels must continue to capture performance and assessment input on the DA Form 4856 and Appendix B of FM 6-22 guides that process. The counseling guide introduces the Comprehensive Counseling Packet as the Brigade standard and describes it in Attachment 1. Leaders may also include the following Soldier Profile Card in the packet.



Soldier Profile Card. The Soldier Baseball Card and Connect the Dots (CTD) chart are useful tools to consolidate the Soldier's key administrative data and provide a history of life events that affect the Soldier's overall resiliency, job performance, financial health, and so on. Leaders maintain this tool as a snapshot of each Soldier, then use it to convey risk assessments to the platoon leadership. Units may adapt it to meet their specific needs (i.e. adjust the data fields or embed a picture of the Soldier's off-post quarters), as well as adjust the milestone timeline slide to fit the Soldier's unique situation. A good practice is to keep a timeline for each year of the Soldier's career, capturing highs and lows to paint a picture for the current and future commands. Leaders, however, are encouraged to utilize discretion regarding how much the timeline captures based on the age, experience, and maturity of the Soldier.

A screenshot of the Soldier Profile Card form. It is a structured form with various sections for data entry. The top section is for 'RANK LAST NAME, FIRST NAME / COMPANY / BN'. Below this are sections for 'Last Name', 'First Name', 'Age', 'MST', 'Training', 'Risk Assessment', 'Physical', 'Emotional', 'Social', 'Spiritual', 'Family', 'Performance', and 'Force'. There are also sections for 'Risk Factors', 'Life Events', 'Milestones', and 'Connect the Dots' chart. The form is designed to capture a comprehensive snapshot of a soldier's life and career.

US Army Soldier and Leader Risk Reduction Tool (SLRRT). This is the Army's current personnel risk assessment tool. It is the centerpiece for this guide's questioning methodology and the foundation of this Brigade's counseling approach. It provides an "If, Then" framework to assist the leader in both identifying risk and mitigating it through action.



The SLRRT is not a document to simply hand to the Soldier for completion. The leader must subjectively answer the SLRRT questions based on observations, interactions, and counseling, then make a subjective risk assessment based on the SLRRT risk definitions.

SLRRT Definitions
of Risk:

<p>High Risk: Behaviors or concerns that potentially place the Soldier or others in danger or harm's way (e.g., life threatening risk taking behavior, serious performance problems that jeopardize team-members safety, threat to self or others). Who Else Needs to Know: Senior leadership (SQDN commander/equivalent or higher) and appropriate support channels should be notified immediately.</p>
<p>Moderate Risk: Behaviors or concerns that place the Soldier at risk of serious problems if not addressed through appropriate actions (e.g., Soldier experiencing serious financial, legal, family/relationship, alcohol, or other concerns, and is experiencing difficulty getting adequate assistance; Soldier exhibiting a pattern of serious risk taking behavior). Who Else Needs to Know: Senior leadership (SQDN commander/equivalent or higher) should be notified.</p>
<p>Low Risk: Soldier has no significant problems or has problems for which he/she is receiving appropriate support. The potential for adverse outcomes appears to be low. Who Else Needs to Know: Mid-grade leadership (T/C/B commander/equivalent)</p>

The BCC incorporates 100% of the SLRRT questions, but also provides a collection of conversational questions the leader can reference to augment his subjective assessment. **The conversational questions are intended as a reference tool and counselors should not ask the questions verbatim during counseling;** the leader can use his judgment on how best to engage the Soldier, keeping in mind that they may arrive at risk indicators only after thorough and lengthy questioning. The ultimate goal of this tool is to facilitate a conversation between the leader and Soldier that identifies risk and growth opportunities, neither of which may be immediately obvious. Answers to the questions do not need to be documented during every counseling, but doing so is suggested for Soldiers that a leader is unfamiliar with.

Composite Risk Management (CRM) Worksheet. CRM worksheet enables the leader to identify Soldier risk factors and forces the leader to document the actual mitigation measures taken at the Squad, Platoon, or Company level. The worksheet also demonstrates how the control measures are implemented, and who is responsible for ensuring it happens and accountable for following up.

Digital Training Management System (DTMS). DTMS is a powerful tool that leaders can use to log their Soldiers' training, administrative, and performance data. Doing so can be time intensive but allows leaders to better "see" their formations. Updating DTMS not only complies with the Army's standard but also gives the Soldier credit for the training he/she receives.

Critical Administrative Document References

Reference the following attachments to aid in analyzing critical Soldier administrative documents.

DD 93/ SLGV Guide

LES Guide

DD 93/ SLGV Guide

LES Guide

ERB Guide

ORB Guide

ERB Guide

ORB Guide

UCFR Guide

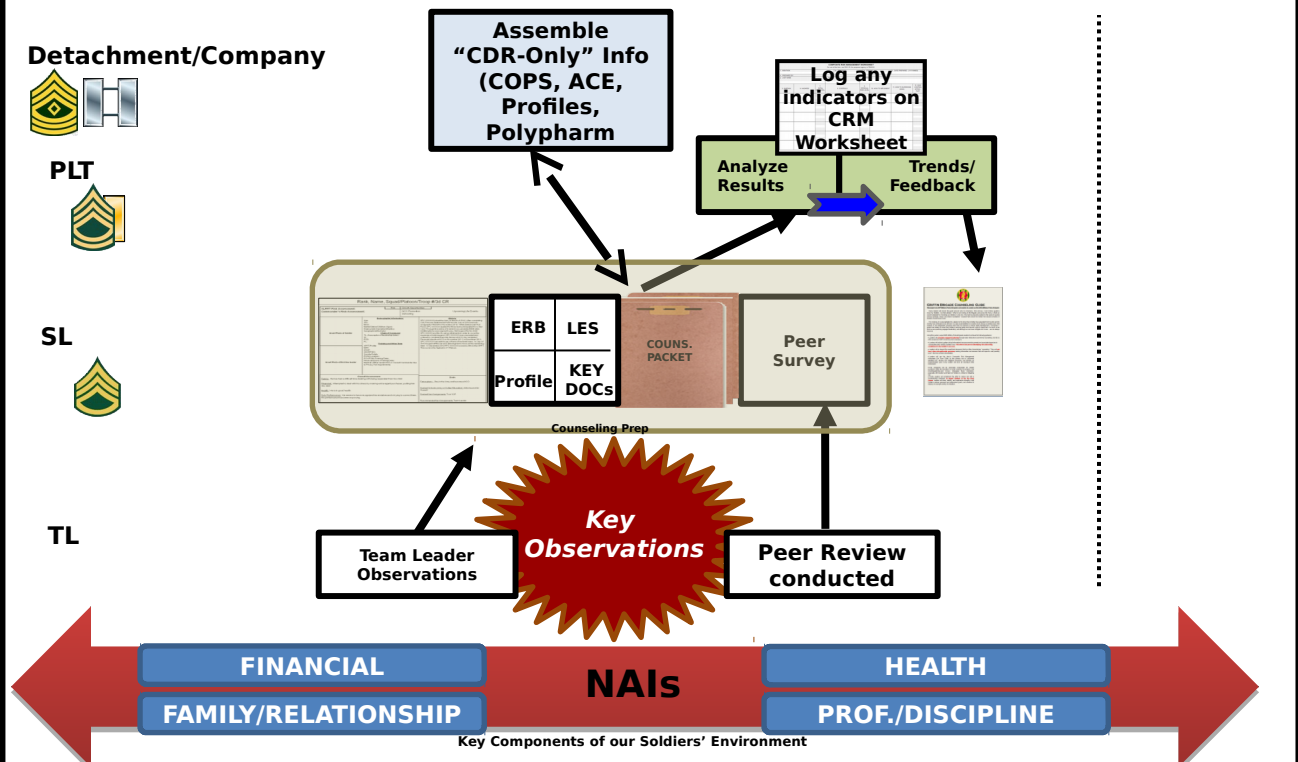
CRM Worksheet

UCFR Guide

CRM Worksheet

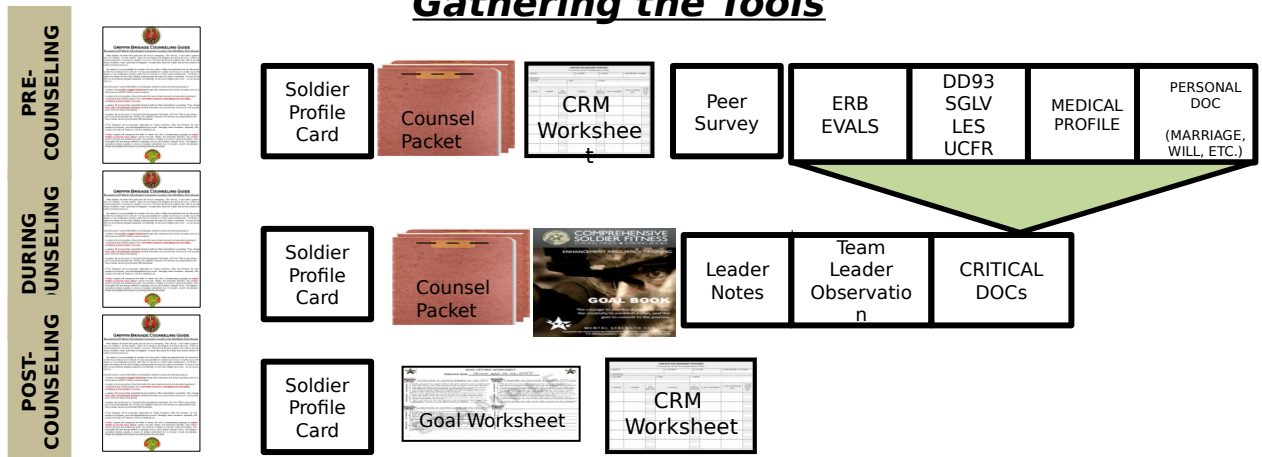
The “How”: Guidelines for Pre Counseling

Pre Counseling



The Pre-Counseling phase represents a fundamental change to the current counseling standard and can be decisive in identifying risk indicators. During the Pre-Counseling phase, the squad leader accesses available resources/agencies, including commander-only resources, to perform a “map reconnaissance” of the squad’s Soldiers. He uses the information to build the Soldier Profile Card and Comprehensive Counseling Packet for each Soldier, taking into account the feedback from team leader observations and the optional Peer Survey the squad can complete (Attachment 3). The leader also assembles critical administrative documents and analyzes/compares information to identify inconsistencies and indicators. If any risk indicators are immediately present, the leader can capture them in the CRM worksheet.

Gathering the Tools



Below are the recommended Critical Administrative Documents and associated Reference Guides:

Critical Administrative Documents

ERB/ORB
DD 93/SGLI
LES
UCFR
DTMS Training Record
Previous Counseling/Evaluations
Medical Profile
SLRRT

Composite Risk Management Worksheet

Reference Guides

NTC/Ft Irwin Counseling Guide

ERB/ORB Reference Guide

DD93/SGLI Reference Guide

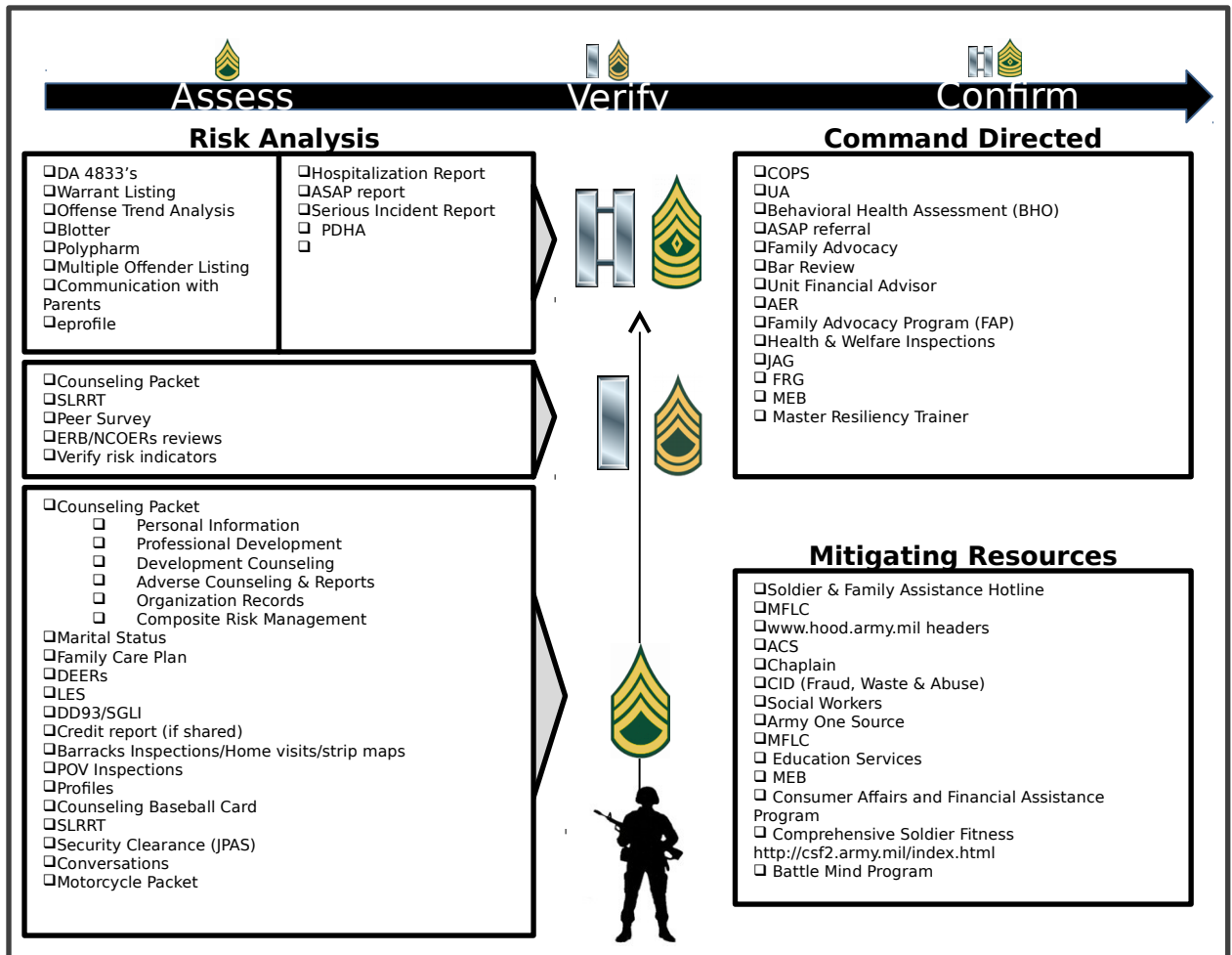
LES Reference Guide

UCFR Reference Guide

4833 Actions in UCMI Guide

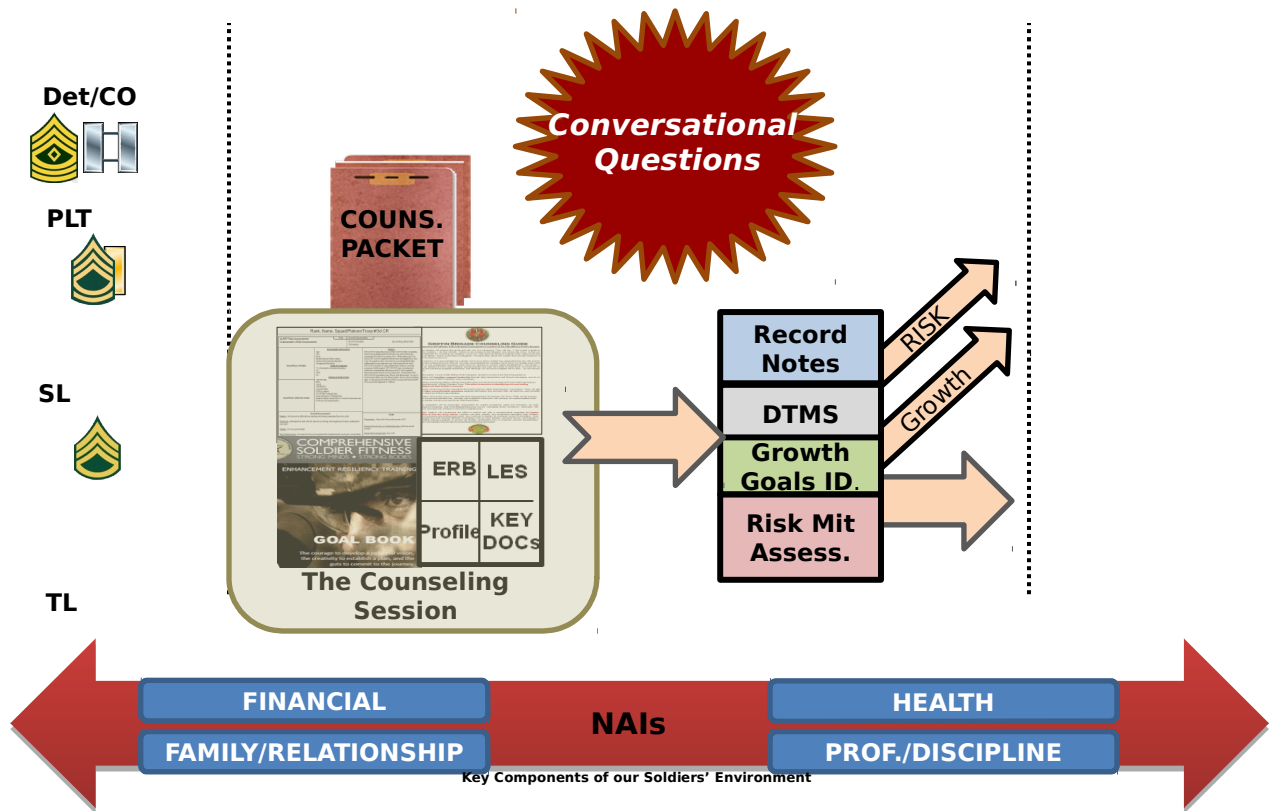
CSF Goal Book

Some outside agency resources can be invaluable in painting the picture of Soldier life, but are only accessible to commanders. Examples of these are the ASAP report, the outstanding police warrant report, and the poly-pharmacy report. It is the commander's job to serve as the conduit between this powerful information pool and the subordinate leaders who directly supervise the Soldiers. The following slide captures many of the resources available at multiple echelons:



The “How”: Counseling

Counseling



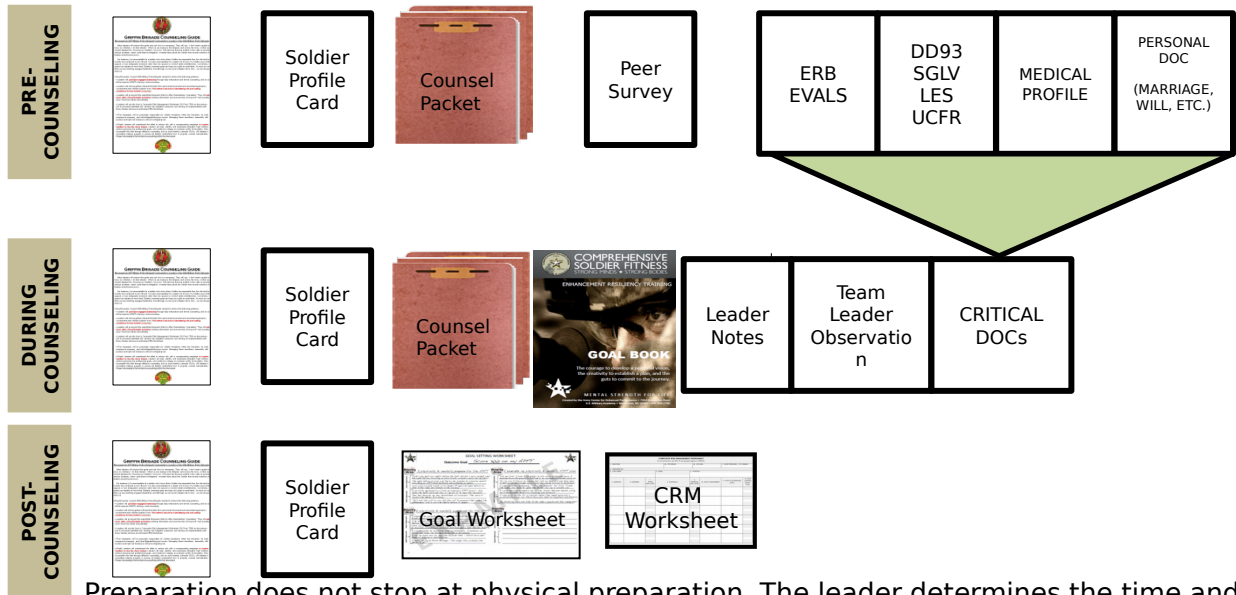
Prior to the actual counseling session, a leader must prepare in several ways. First, the leader should have the necessary documents physically available for reference. These documents include the Comprehensive Counseling Packet (p19), the Soldier Profile Card, the Comprehensive Soldier Fitness Goal Book, and counseling aids (Counseling Guide, ADRP 6-22, USA SLRRT). The leader must be intimately familiar with these documents, drawing preliminary connections and developing questions.

Counseling Packet Security

Packets contain numerous sources of Personal Identifiable Information. Leaders must meet the following storage criteria;

- 1. A GSA-approved security container**
- 2. Where lock-bar cabinets are used, the padlock will be secured to the hasp in the locked position, or the padlock will be locked and placed inside the cabinet**
- 3. All other storage criteria will be in accordance with AR 380-5 section 7-4, paragraph 3**

Gathering the Tools



Preparation does not stop at physical preparation. The leader determines the time and location of the counseling, and use the unit training calendar to solidify and protect the time period. The time and location reflect the mood the leader tries to create, such as disciplinary counseling conducted before the duty day in an office and goal setting done over lunch. Additionally, a leader should determine a deliberate strategy or road map for how he wants the counseling to progress, such as a direct or indirect approach.

A counseling session should rarely be a one way conversation from the leader to the Soldier, but rather an opportunity for the leader to learn and understand the Soldier through a two-way dialogue. Therefore, the Soldier should do most of the talking and the leader to merely prompt. Regardless of the strategy or techniques used, the qualities of a good leader remain unchanged: display respect for the Soldier, self-awareness, cultural awareness, empathy, and credibility. Every counseling session includes a risk mitigation pillar and a growth pillar. Typically, counseling for a high-risk Soldier includes a larger risk-mitigation pillar and counseling for a low-risk Soldier focuses more on growth. Eye contact, a body posture that reflects the desired mood, and non-verbal recognition cues, together known as active listening, are instrumental in any counseling session. Note taking is critical to capture the discussion for future reference.

Generally, a good counseling session follows this format: open the session with a clear purpose statement; discuss the identified issues; develop a plan of action together, including leader responsibilities and assessment criteria; and close the session by summarizing the key points and ensuring the subordinate understands what was discussed and agrees to the plan of action. Should the leader identify any risk indicators that require immediate attention (e.g. suicidal thoughts), he should deviate from the counseling plan and conduct immediate mitigation using related and available resources (e.g. chaplain, behavioral health, etc.). Likewise, if the Soldiers makes statements that could be criminally/administratively self-incriminating, the leader should halt the session and refer to the commander to issue a rights warning.

The Army Career Tracker on the Soldier's personal Army Training Network "My Training Dashboard" page can assist both Soldier and leader in achieving personal and professional goals.

The Comprehensive Counseling Packet

The Comprehensive Counseling Packet is the NTC/Fort Irwin standard for leader books. The packet consists of a counseling packet folder with two inserts. As such, the packet consists of six sections. Each section, numbered from front to back, will consist of the below specified items at a minimum. Subordinate members of the NCO chain of support can add to the comprehensive counseling packet, but they should keep in mind that the intent is a quick reference of the major documents that help explain a Soldier's life and not a book that details everything a Soldier does or fails to do.

Section 1: Personal Information

- Soldiers Privacy Act Statement
- CSM Counseling Folder Standards
- Personal Data Sheet
- ERB/ORB
- Enlisted Records Brief
- LES
- DD-93 (Record of Emergency Data)
- SGLV
- Profile*
- Family Care Plan*
- EFMP*
- Strip map to quarters

Section 2: Professional Development

- Personal Goal Sheet
- Professional Development Model by MOS
- Criteria for Promotion
- DA-3355 (Promotion Point Worksheet)
- DA-3595-R (Record Fire Scorecard)
- DA-705 (APFT Scorecard)
- DA-5500 (Body Fat Worksheet)*

Section 3: NCOER/Developmental Counseling

- Performance Counseling
- Professional Growth Counseling
- Event Counseling
- DA-2166-9-1A (NCOER Support Form)*
- Previous NCOER*
- NCO Rating Scheme*

Section 4: Adverse Counseling*

- Adverse Counseling Roster
- DA-4856 (Adverse Counseling)
- Blotter Extract
- Serious Incident Report
- Article 15(s)
- Bar to Reenlistment
- Flag Report

Section 5: Organizational

- Training Certificates
- Hand Receipts
- OCIE Statement
- CIF Record
- DA-3078 (Personal Clothing Request)
- DA-4986 (Personal Property Record)

Section 6: Composite Risk Management

- Risk Assessment Tool
- Residence Visitation Memo
- Motorcycle Statement of Understanding
- State Motorcycle Endorsement Codes
- POV Inspection Form
- TRiPS Report

*If necessary

Army Training Network “My Training Dashboard”: <https://atiam.train.army.mil/mthp/>

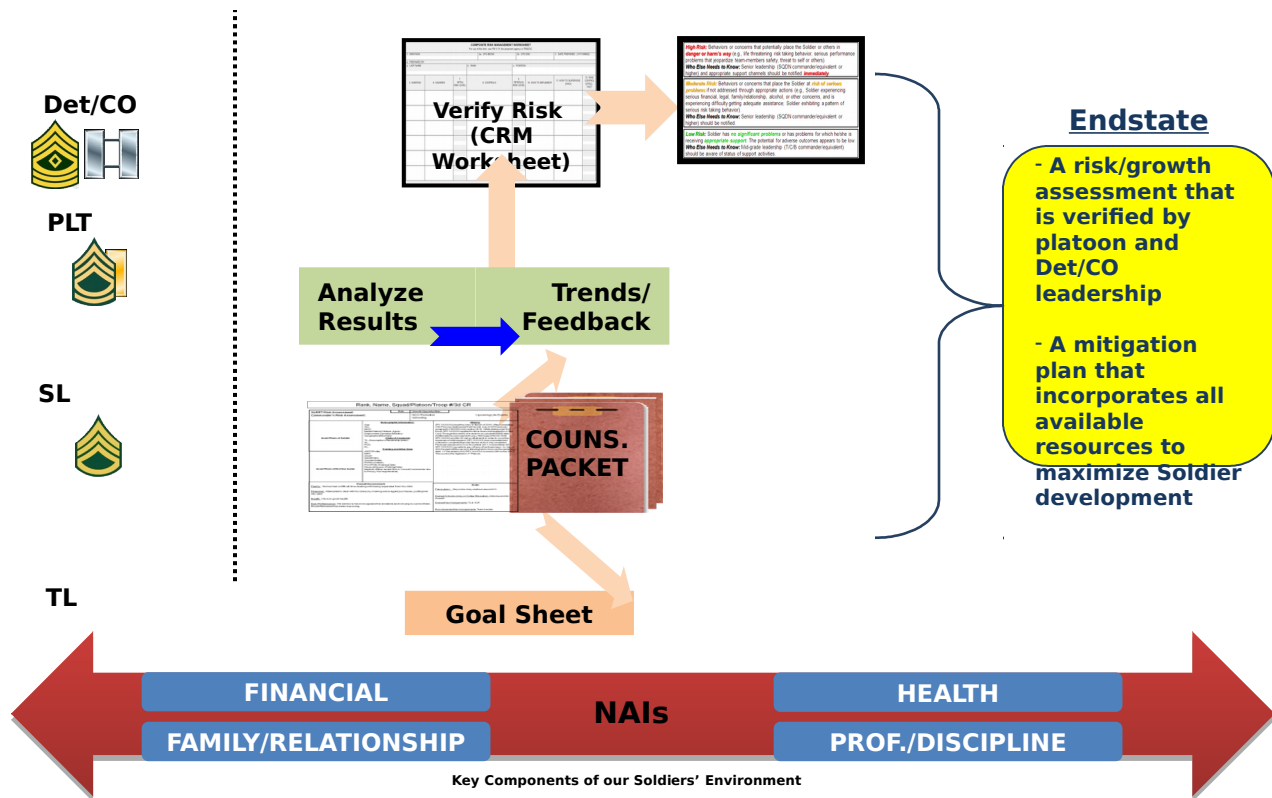
The screenshot shows the Army Training Network (ATN) My Training Dashboard in Internet Explorer. The dashboard is divided into several sections:

- ALMS (Army Learning Management System):** A section for managing training information, including a link to the ALMS and a description of its functions.
- My Courses:** A section for viewing and managing courses, with tabs for Active, Historic, and Course List.
- What's Hot:** A section for featured content, including links to Structured Self-Development, Most Asked For, Army Warrior Training (AWT), Deployment Training, IED Training, Convoy Ops, STP 21-1-SMCT, Warrior Skills Level 1, May 2011, and ALARACT 375/2011 Supervisor Development Course (SDC) Enrollment.
- Central Army Registry (CAR) Search:** A section for searching the Central Army Registry, with a search bar and a link to Register a New Document.
- Army Career Tracker (ACT):** A section for tracking career progress, with a link to the ACT and a description of its functions.
- ATHD Help Desk:** A section for getting help with the system, with a link to the Help Desk and a description of its functions.

A blue circle highlights the **Civilian Goals** section under the **Professional Development** tab. A red circle highlights the **Military Goals** section under the **Army Career Tracker (ACT)** tab.

The “How”: Post-Counseling

Post Counseling



The counseling session does not end with the conclusion of discussion. The leader consolidates and reviews his notes while they are still fresh in his mind, then updates pertinent documents like the Soldier Profile Card and DTMS. After analyzing the counseling results and comparing it with past performance and other sources of input, the leader completes the CRM Worksheet and decides on a recommendation of risk (Low/Medium/High), based on the SLRRT definitions. The leader may wish to revisit input from the Soldier's peers or team leader and then writes his assessment in the appropriate block in the Soldier Profile Card. Ultimately, the leader must also capture his thoughts in the DA Form 4856, which serves as the official record of the counseling.

When he has completed his administrative updates, the leader schedules a dialogue with the platoon leadership to review Comprehensive Counseling Packet. The dialogue includes an overview of the discussion, a recommendation of the Soldier's risk status (using the CRM Worksheet), and the plan of action. The plan of action should incorporate resources from multiple echelons and leverage the command-directed mitigation option for selected individuals (e.g. command-directed ASAP, restriction to the post, etc.).

The squad leader can only make a recommendation of risk. The platoon leadership is the first level that can formally classify a Soldier's risk and must notify the leadership of any Medium and High Risk Soldiers.

Counseling Guide Annexes

The following sections contain attached documents that will aid leaders in conducting counseling and developing risk/growth plans.

Counseling Packet SOP
Transition SOP
Peer Survey

SLRRT Questions
- Financial
- Health
- Family/Relationships
- Professional/Discipline

Soldier Profile Card
Composite Risk Management Worksheet
Army Readiness Assessment Program

Additional Risk Mitigation Avenues
<http://www.army.mil/readyandresilient>
Installation R&R Centers
<https://www.resilience.army.mil/>

Critical Documents:
DD 93
SGLI
LES
ERB
ORB
UCFR

INTRODUCTION

The counseling guide annexes are designed to help supervisors learn, know, and understand their Soldiers by “connecting the dots.” These annexes complement ADP 6-22, Army Leadership, and FM 6-22, Army Leadership, Appendix B, Counseling, as a series of tools to assist in proper counseling. They are not a substitute for Army doctrine. **The only two mandatory documents are the SLRRT and the CRM.** All leaders must reference the SLRRT prior to counseling to generate ideas for how the counseling sequence should flow, and fill out the SLRRT during the counseling session. Leaders do have to complete a CRM for a subordinate after every counseling session. Updates can be made on the hardcopy if only a few minor changes are made and the subordinate is not high risk.

The profile card is encouraged, but not mandatory unless the Soldier is high risk. If the Soldier is high risk, the chain of command will use the Soldier profile card as part of the Brigade Quarterly Risk Reduction Brief.

Leaders should not expect to complete every tool within this guide during one counseling session. However, if you have a new Soldier, then you should aim to complete all aspects within the Soldiers first 30 days in the unit.

SLRRT Financial

Does the Soldier have financial or employment concerns, such as inability to cover basic monthly expenses, home foreclosure, difficulty meeting child support payments, or inability to repay loans?

Conversational Questions

1. Describe your military pay compensation. This will indicate whether or not the Soldier understands how military pay compensation plan?
2. How much do you save each month? Why?
3. How much are you paying for rent? Do you think that is too much?
4. Walk me through your monthly expenses and budget.

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Created a comprehensive budget and abides by it	
	Has multiple incomes and few dependent	
MEDIUM	Attended a budget class	
	Does not pay off credit cards monthly	
HIGH	Has loans over 15% interest	
	Lives beyond his means	

Remarks:
Note any additional identified risk activities and mitigation factors below, and explain overall assessment of the Soldier on this SLRRT.

SLRRT Health

Has the Soldier experienced an accident, injury, illness, or medical condition that resulted in current fitness for duty limitations?

Conversational Questions

1. Describe in your own words what you think the physical requirements are for the military job you have. What does the medical recovery plan look like? What does the Soldier's personal plan look like?
2. Have/will you had surgery in the past/next year? For what?
3. On a scale of one to ten, how would you rank your health? Why?

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Performs all physical duties without trouble	
	No planned surgeries	
MEDIUM	Can perform most MOS core tasks	
	Minor surgeries planned in the future	
HIGH	On a long term profile for an illness or surgery recovery	
	Cannot accomplish an MOS core task	

SLRRT Health

Is the Soldier experiencing any difficulties getting the assistance he needs either on- or off-post?

Conversational Questions

1. What services do you feel the Army, **Fort Irwin**, and Brigade adequately provide to assist with health concerns of you and your family? How could we do it better? Why?
2. Where do you and your family receive health services? On or off post? Location? Describe the services given and your satisfaction in services received?
3. What appointments have you had the most trouble with? Why?
4. How are you treated by others because of your health appointments?

•The majority of off-post providers are psychiatry or pain management related; therefore a counselor should consider if the Soldier is on polypharmacy (four or more daily medications, must have a profile stating such, and is on the RSURG's memo to commanders) and if the Soldier had a recent admission for psychiatry, surgery, trauma, or another medical emergency (verifiable with the RSURG)

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	No serious complaints about medical/health related services	
	No recurrent health concerns	
MEDIUM	Has reoccurring problems with medical/health related services	
	Large family and/or young children	
HIGH	EFMP	
	Shunned by others because of	

Remarks:

Note any additional identified risk activities and mitigation factors below, and explain overall assessment of the Soldier on this SLRRT.

SLRRT Health

Does the Soldier have a current medical profile (temporary or permanent)?

Conversational Questions

1. How do you feel about having a profile?
2. What is your profile for and what does it restrict you from? (compare with actual profile)
3. How does your chain of command prevent a stigma being attached to those on profile?

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Few tasks affected by profile	
	Mood not affected by profile	
MEDIUM	Profile is used as an excuse to get out of key training	
	Profile prohibits PT with unit	
HIGH	Core MOS tasks prohibited by profile	
	Profile prohibits participation in enjoyable recreation for a prolonged period	

Does the Soldier have any concerns about medical care, medications, or supplements he is taking?

Conversational Questions

1. What is your opinion about the doctor's diagnosis of your current condition?
2. How does your current medications and/or supplements affect your work performance and/or your relationships (both personal and professional)?
3. Is the care you are receiving/have received beneficial? What do you want to change about it?
4. Describe the medications you are currently taking?
5. Illustrate any problems you or your family have experienced getting follow-up appointments or prescription medication refills?

*The term "polypharmacy" is used to describe use of four or more medications at one time. If a Soldier is described as polypharmacy, the Soldier must have a polypharmacy profile and be on the RSURG's polypharmacy list. The list and profile are verifiable with the RSURG.

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Well informed about the limitations his medications place on him	
	Work performance not affected	
MEDIUM	Dislikes his medication or ordered to take medication	
	Problems with refills	
HIGH	Irregularly takes medication	
	Mood, performance, and/or relationships negatively affected	

SLRRT Health

Is the Soldier currently experiencing problems related to sleep (e.g. trouble falling asleep, trouble staying sleep, performance problems related to sleep, using alcohol or other substances to fall asleep)?

Conversational Questions

1. How much do you sleep on average per night? (7-9 is optimal) Is that more or less than normal? Is that amount enough?
2. How often do you have trouble getting your standard amount of sleep? What do you think are the reasons?
3. What have you done to try to get more sleep? Is it working?

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	No trouble falling asleep	
	Regularly gets seven or more hours of sleep	
MEDIUM	Regularly uses prescription drugs to fall asleep	
	Has had spells of sleeplessness	
HIGH	Less than five hours of sleep per night	
	Performance significantly impacted by lack of sleep	

SLRRT Health/Spiritual

Does the Soldier tend to withdraw or socially isolate himself from others?

Conversational Questions

1. Describe your fire team / squad you are assigned to. Illustrate how you view yourself inside of that team?
2. Who do you hang out with in your unit?
3. What are your hobbies? Does anyone else in the unit do them?
4. Are you an introvert or an extrovert? When would you spend time with a group vs spending time by yourself?
5. How often do you pray or attend church? If so, what church do you attend?
6. Can you describe how (if) you seek spiritual or faith support?

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Regularly socializes with squadmates outside of work	
	Participates in weekend activities	
MEDIUM	Rarely leaves his room	
	Dislikes several squadmates	
HIGH	Few, if any, friends in the area	
	Participates in extreme sports	
	No known source of external support or strength	

SLRRT Health

Has the Soldier exhibited excessive anger or aggression in the past three months?

Conversational Questions

1. After a stressful day, how do you typically relax?
2. Describe your behavior around your family and friends when you are frustrated. Illustrate any coping mechanisms you use when dealing with the frustration?
3. Describe how you deal with your anger?
4. Expound how you think your anger affects your work performance or relationships (professional and personal)?

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Conscious of his anger and controls it appropriately	
	Familiar with anger reduction techniques	
MEDIUM	Acknowledges anger affects his mood/work	
	Uses physical coping mechanisms (i.e. punching bag)	
HIGH	Anger leads to regrettable decisions	
	Does not deal with anger; lets anger build up	

SLRRT Health

Has the Soldier experienced any condition that may be considered cruel, abusive, oppressive, or harmful, to include hazing or assault?

Conversational Questions

- 1. Take a few minutes to characterize and describe your fire team / squad. Illustrate your professional relationships with each?
- 2. How would you describe your relationship with your parents/family?
- 3. Describe your fire team / squad's interpretation of the Army's values?
- 4. Who is your roommate? How would you describe him? Illustrate any points of contention you may have with your roommate?

Assessment Suggestions

Assessment Level	Activity	Mitigation
LOW	Well accepted by squadmates	
	Morally opposed to hazing	
MEDIUM	Some confrontations with squadmates	
	Experienced hazing personally	
HIGH	Routinely harassed by squadmates	
	Poor relationship with parents	

Assessment of the Soldier on this SLRRT

SLRRT Health

Has the Soldier deployed to a location where there was hostile fire or they received hazardous duty pay?

Does the Soldier have any current deployment related concerns?

Conversational Questions

1. How has your reintegration with friends and family been?
2. What has been your toughest struggle since you came back?
3. Expand on any instances you may have experienced the following: fear, anxiety, lack of focus, sadness, changes in your sleep schedule, crying spells, or nightmares?
4. What are your thoughts on deploying? Do you want to deploy? Why?

Assessment Suggestions

Assessment Level	Activity	Mitigation
LOW	At peace with the deployment	
	Has an active support network	
MEDIUM	Experienced direct combat	
	Diagnosed with PTSD	
HIGH	Wounded in combat	
	Lost someone close	

assessment of the Soldier on this SLRRT.

SLRRT Health

Has the Soldier experienced difficulty coping with a loss (e.g. death of a close friend, family member, team member, social group)?

Conversational Questions

1. What recent losses have occurred recently in your family and friends? How do you think it has affected you?
2. What steps have you taken to help cope with your loss? Are they working?
3. How has your family taken the loss?

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Experienced death before	
	Frequently talks to friends and family about his loss	
MEDIUM	Dependent not coping with loss well	
	Regrets associated with the loss	
HIGH	Lost someone close	
	First loss of someone close	

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SLRRT Family/Relationships

Is the Soldier experiencing serious marital/relationship issues or immediate family concerns, such as serious illness in a family member?

Conversational Questions

1. Characterize your personal relationships at home in regards to boyfriend/girlfriend, spouse, parents, and friends?
2. When a contention arises in one of your personal relationships, who do you seek out to talk to?
3. What do you think you would do if your worst case scenario happened?

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Capable of keeping work and personal life separate	
	Active support network	
MEDIUM	Breakup with girlfriend	
	Serious argument with spouse/girlfriend	
HIGH	Divorce not friendly	
	Recent unfavorable diagnosis to self or family member	

assessment of the Soldier on this SLRRT.

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SLRRT Family/Relationships

Has the Soldier been involved in any incident of domestic violence or child abuse/neglect?

Conversational Questions

1. Describe any experience you may have with both domestic violence and child abuse/neglect both in your childhood and your adulthood?
2. Illustrate any personal relationship disagreement / argument where the intensity of your anger tempted you to act in a violent manner?

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Had a happy childhood	
	Had good grades growing up	
MEDIUM	A close friend or family member was abused	
	Grew up in foster homes	
HIGH	Received/committed abuse	
	Left family before	

SLRRT Family/Relationships

Has anyone (e.g. spouse, other family member, friends, fellow Soldier) expressed concern about the Soldier's behavior?

Conversational Questions

1. How do you think others describe you?
2. Depict any conversations you have had with friends, family members, or fellow Soldiers in regards to your personal and professional behavior?
3. Describe how you think your friends, family members, or fellow Soldiers would approach you or your chain of command if they thought you were in trouble / harm?
4. What part about you do you want to change?

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Has a realistic opinion of himself	
	Does not want to change anything major about himself without a realistic plan	
MEDIUM	Complains frequently	
	Approached about his behavior before	
HIGH	Spouse/friend alerted the chain of command about his behavior	
	Recently displayed erratic/unusual behavior	

SLRRT Family/Relationships

Has the Soldier expressed any suicidal thoughts or actions, or expressed a desire to harm others?

Conversational Questions

1. Describe any instances where you have felt sad, lonely, low self-esteem, guilt, worthlessness, or difficulty in concentrating, remembering details, and making decisions (symptoms of depression). Did this occur in the past 30, 60, 90 days?
2. What do you think about when you are depressed?
3. Explain any time you were aggressively seeking approval in such a way that it made you the center of attention?

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	No signs of depression	
	No change to patterns	
MEDIUM	Sees behavioral health about suicidal thoughts	
	Craves attention, negative or positive	
HIGH	Aggressively expresses thoughts of suicide	
	Self inflicted injuries	

SLRRT Professional/Discipline

Has the Soldier been command referred for any assistance (e.g. legal, financial, spiritual, alcohol, family/relationship, behavioral health, other)?

Conversational Questions

1. Are you willing to expand on the last time you talked with a Chaplain, MFLC, and counselor? Would you care to discuss with me what you talked about?
2. What type of support have you felt like you needed from a professional?

Assessment Suggestions

Assessment Level	Activity	Mitigation
LOW	Completed in the past and no signs of remission	
	Major stabilizing life changes between referral and present (happily married, promoted)	
MEDIUM	Currently attending	
	Appealing referral	
HIGH	Referred because of negative behavior	
	Shows no sign of remorse	

SLRRT Professional/Discipline

Has the Soldier been unsuccessful in meeting military requirements of standards (e.g. duty performance, PT, battle, weight control, weapons qualification, MOS training)?

Conversational Questions

- 1. When was the last good conduct medal you were awarded?
- 2. When is your reenlistment window and what are your intentions/plans?
- 3. What are your commander’s current training requirements? Illustrate any challenges you have in meeting those training requirements?
- 4. Where do you feel you could improve as a professional?

Assessment Suggestions

Assessment Level	Activity	Mitigation
LOW	Created a plan to overcome his failure	
	Failed due to temporary condition (medical, family)	
MEDIUM	Previously failed an Army standard	
	Wants to stay in the Army but showing no visible efforts to meet Army standards	
HIGH	Currently failing to comply to Army standards	
	FLAGGED and/or barred	

SLRRT Professional/Discipline

Has the Soldier received negative counseling or evaluations since arriving at the current unit or organization?

Conversational Questions

- 1. What event sparked your last negative counseling?
- 2. What was your last positive counseling for?
- 3. Describe both the last meaningful positive and negative counseling you received?

Assessment Suggestions

Assessment Level		Mitigation
LOW	First/minor counseling incident, admits wrongdoing, accepts responsibility fully	
	Wants to move forward and recover from the incident and prove himself in the future	
MEDIUM	Not sure the Army was the right choice but not certain of what he wants to do	
	Is not sure a recovery is possible but believes in trying	
HIGH	Multiple/major counselling refuses to accept any responsibility	
	Dislikes the Army, wants out immediately	

Has the Soldier been denied promotion or attendance to schools, or barred from reenlistment for any reason?

Conversational Questions

1. What have some of the Army professional schools/training opportunities that you want to attend? What has prevented you from attending/participating?
2. Illustrate where you think your professional performance currently resides in regards to your rank?
3. How would you compare your opportunities in the current civilian sector to a career in the Army?

Assessment Suggestions

Assessment Level	Activity	Mitigation
LOW	Has effectively identified the problem and is actively addressing it	
	Demonstrated tangible progress towards overcoming bar	
MEDIUM	Identified problem but is not addressing It appropriately	
	Not certain the Army is the correct career choice	
HIGH	Has not identified or admitted that there is a problem to be addressed.	
	Dislikes the Army and is certain of ETS	

overall assessment of the Soldier on this SLRRI.

SLRRT Professional/Discipline

Is the Soldier currently undergoing a UCMJ action?

Conversational Questions

1. How are you dealing with the stress of your most recent UCMJ or disciplinary action?
2. Are you receiving support? (ie TDS, chaplain, chain of command, family)

Assessment Suggestions

Assessment Level	Activity	Mitigation
LOW	First/minor UCMJ violation, admits wrong doing, accepts responsibility	
	Cares about the Army and wants to be a good Soldier	
MEDIUM	Not sure the Army was the right choice but not certain of what he wants to do	
	Is not sure a recovery is possible but believes in trying	
HIGH	Multiple/Major UCMJ violation and refuses to accept any responsibility	
	Dislikes the Army; wants out immediately	

overall assessment of the Soldier on this SLRRT.

SLRRT Professional/Discipline

Has the Soldier received a citation for speeding (ten mph over the limit) or reckless driving in the past six months?

Conversational Questions

1. State the last time you were pulled over by law enforcement?
2. How much over the speed limit do you normally drive? Why?
3. What type of car(s) do you own? Why did you buy it?

Assessment Suggestions

Assessment Level	Activity	Mitigation
LOW	Owns low/standard performance vehicle	
	Has not received moving violation in past 24 months	
MEDIUM	Owns above average performance vehicle	
	Received a moving violation in the past 24 months.	
HIGH	On-post driving privileges revoked previously	
	Received multiple moving violations in the past 24 months	

Has the Soldier been cited for engaging in risky behavior while in a vehicle (e.g. texting while driving, not utilizing a hands-free cell phone while driving, riding without a seatbelt)? Has the Soldier been informed that such activities are inherently unsafe, in violation of law and policy, and potentially punishable under UCMJ?

Conversational Questions

1. When was the last time you were counseled about the effects of reckless driving on yourself and others?
2. What is the current cell phone policy on Ft. Hood and in the State of Texas?
3. What is the punishment for being caught for violating these laws?

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Does not own or drive a car.	
	Shows clear understanding of Ft. Hood cell phone driving policy and adheres to it.	
MEDIUM	Shows moderate understanding of the Ft. Hood cell phone driving policy and adheres to it.	
	Believes policy is too strict and does not agree with it.	
HIGH	Previous violation of cell phone driving Law/Policy.	
	Shows no understanding or willingness to comply with Law/Policy	

SLRRT Professional/Discipline

Does the Soldier drive a motorcycle? If yes, does the Soldier have the required privately operated motorcycle (POM) training IAW AR 385-10 and post requirements?

Conversational Questions

1. How many times have you attended motorcycle training? When and where did you participate?
2. What are the minimum standards to operate a motorcycle on post?
3. What are the differences between riding your motorcycle the minimal standards on- and off-post?

Assessment Level	Activity	Mitigation
LOW	Displays clear understanding of motorcycle policies and adheres to them	
	Has been a motorcycle operator longer than 24 months	
MEDIUM	Displays baseline understanding of motorcycle policies and adheres to them	
	Has been a motorcycle operator for six to 24 months	
HIGH	Has no clear understanding of motorcycle policies	
	Has been a motorcycle operator for less than six months	

Overall assessment of the Soldier on this SLRRT:

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SLRRT Professional/Discipline

Does the Soldier engage in any other potentially hazardous recreational activities while off-duty (e.g. skydiving, riding all-terrain vehicles, rock climbing)?

Conversational Questions

1. What are some of your hobbies?
2. What are some activities that you would like to get involved in?
3. Expound on the legal training requirements in these activities?

Assessment Suggestions

Assessment Level	Activity	Mitigation
LOW	Does not participate in high risk activities	
	Participates in one high risk activity with previous training and experience	
MEDIUM	Participates in multiple high risk activities with previous training and experience	
	Moderately participates in high risk activities with training and previous experience	
HIGH	Participates in a high risk activity(ies) with no training and limited or no experience	
	Previously hurt in a high risk activity	

SLRRT Professional/Discipline

AR 190-11 requires all privately owned weapons that are brought onto military installations be properly registered with the Provost Marshall. Is the Soldier in compliance with the provisions of AR 190-11 as they apply to registration of privately owned weapons? If yes, has the Soldier attended an approved firearms safety class/course?

Conversational Questions

1. Describe the number and type of personally owned weapons you have. In what state did you received a carry and conceal license?
2. How often do you participate in shooting activities off-post (going to a range, completion, friend's property)?
3. Explain the current **Fort Irwin** policy on privately owned weapons?

Assessment Suggestions

Assessment Level	Activity	Mitigation
LOW	Displays clear understand of Ft. Irwin policy and adheres to it	
	Firearms recreation is purpose (i.e. hunting, skeet, competition)	
MEDIUM	Not completely clear on Ft. Irwin Gun policy, may have accidentally violated it	
	Limited firearms experience but still owns firearm	
HIGH	Carries weapon in vehicle or on person off post for personal defense but has no Concealed Carry Licence	
	No firearms experience prior to military	

overall assessment of the Soldier on this SLRRT.

SLRRT Professional/Discipline

Has the Soldier ever been involved in alcohol or drug related incidents (in the past three years) and/or tested positive on a urinalysis? Refer to Army Substance Abuse Program at the time of incident and closely monitor Soldier's progress.

Conversational Questions

1. When was the last time you were selected for a drug / alcohol test?
2. Describe any time your friends or family members were involved in Substance Abuse?
3. Are any of your current friends or family members involved in Substance Abuse?
4. Do you think you will ever do it again? Why?

Assessment Suggestions

<u>Assessment Level</u>	<u>Activity</u>	<u>Mitigation</u>
LOW	Takes full responsibility for actions/ wants to stay in the Army	
	No/Low contact with Alcohol/Drug situations or individuals	
MEDIUM	Tries to mitigate/reduce personal responsibility for actions	
	Completed Army Substance Abuse Program	
HIGH	Takes no responsibility for action blames the Army or others	
	Maintains routine contact with Drug/Alcohol situations or individuals	

Composite Risk Management

COMPOSITE RISK MANAGEMENT WORKSHEET											
For use of this form, see FM 5-19; the proponent agency is TRADOC.											
1. MSG/TASK				2. DTG END				3. DATE PREPARED (YYYYMMDD)			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Identify one hazard or potential hazard. Example: owns a pistol.</p> </div> <div style="width: 30%;"> <p>State the risk level if the controls are fully implemented</p> </div> </div>											
5. SUBTASK	6. HAZARDS	INITIAL RISK LEVEL	8. CONTROLS	9. RESIDUAL RISK LEVEL	10. HOW TO IMPLEMENT	11. HOW TO SUPERVISE (WHO)	12. WAS CONTROL EFFECTIVE?				
	↓			↓							
<p>Identify how the hazard can be reduced. Example: increase proficiency in pistol handling.</p>			→								
			<p>Determine how to implement the controls. Example: Has used a pistol since age 9 and take a handgun safety class NLT 01 MAY.</p>		<p>Determine how the supervisor will track the implementation of the control. Example: Soldier turns in class certificate to Team Leader NLT 03 MAY.</p>		<p>Supervisor makes an assessment at the next counseling session.</p>				
							↑				
							↑				
Additional space for entries in Items 5 through 11 is provided on Page 2.											
13. OVERALL RISK LEVEL AFTER CONTROLS ARE IMPLEMENTED (Check one)											
<input type="checkbox"/> LOW <input type="checkbox"/> MODERATE <input type="checkbox"/> HIGH <input type="checkbox"/> EXTREMELY HIGH											
14. RISK DECISION AUTHORITY											
a. LAST NAME			b. RANK		c. DUTY POSITION			d. SIGNATURE			

DA FORM 7566, APR 2005

Page 1 of 2
AFD V2.00

The Art and Science of Mitigating Risk

The CRM is both a science and an art. It is a science since certain risks are hazardous based on fact and trackable actions can be done to mitigate risks. It is an art because some activities have the potential to be riskier than others based on Soldier skill level and experience, both of which are more subjective than objective. Additionally, not all mitigation techniques have a direct correlation, and are thus more effective with some Soldiers than others.

RANK LAST NAME, FIRST NAME / COMPANY / BN																			
Last:	First:	Male	Age:	Training:															
Rank:	MOS:	ETS date:		MRT															
First term:	Deployable	Motorcycle: active		SHARP															
APFT:	APFT date:	POW:		EO															
Security clearance	Deployments			Suicide Prev															
Current duty pos:				Safety															
Battle buddy:				SLRRT															
Residence:				GAT															
Marital status: SINGLE	Children:			Perf. Couns.															
Risk factors/events:			Commander's Assessment:																
Legal/adverse action	Profile: YES																		
Financial problems	Alcohol abuse: YES																		
Family/marital: YES	Positive UA: YES																		
Polypharmacy: YES	ASAP referral: YES																		
Other:																			
			Retainability: YES																
<p>Timeline diagram showing milestones, decision points, and risk mitigations leading to 'Today'.</p>			<table border="1"> <thead> <tr> <th>Plan of Action</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>1. Top priority action and deadline</td> <td></td> </tr> <tr> <td>2. Second priority action</td> <td></td> </tr> <tr> <td>3. Insert target date to have action completed</td> <td></td> </tr> <tr> <td>4. Color code dates to show if action is on track.</td> <td></td> </tr> <tr> <td>5. Actions here should answer problem areas and mitigate/reduce risk. How can you turn the red to amber or green?</td> <td></td> </tr> <tr> <td>6. Plan of action should tie to retainability.</td> <td></td> </tr> </tbody> </table>			Plan of Action	Date	1. Top priority action and deadline		2. Second priority action		3. Insert target date to have action completed		4. Color code dates to show if action is on track.		5. Actions here should answer problem areas and mitigate/reduce risk. How can you turn the red to amber or green?		6. Plan of action should tie to retainability.	
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Capturing Moderate and High Risk

As part of the installation system of maintaining command awareness and responsibility of risk reduction, brigade forces will conduct quarterly risk reduction boards. The Soldier Data Sheet, or "baseball card," provides a snapshot of the Soldier's previous, current, and potential future risks and mitigation. Leaders will report all moderate risk Soldiers to battalion level and high risk Soldiers to the brigade commander.

Area 1: Basic demographic data. If you deem Soldier is a risk to self or others, you may research if he/she owns a weapon. Does/should SM have a clearance? What is impact on retainability? Is current duty position appropriate given trigger event and high risk designation?

Area 2: Training Record. Insert most recent dates for each training topic. GAT and SLRRT are pillars for resiliency and should be up-to-date.

Area 3: Commander's assessment of risk in areas that should provide strength. High is bad. Low is good. The risk indicators and color code coincides with SLRRT levels and "connect the dots."

Area 4: Select Yes/No. Connect the dots. Plan of action should have appropriate positive, rehab, mitigating actions that address the YES answers.

Area 5: Show a timeline of major events up until today. Include positive and adverse events that weigh on the holistic issue.

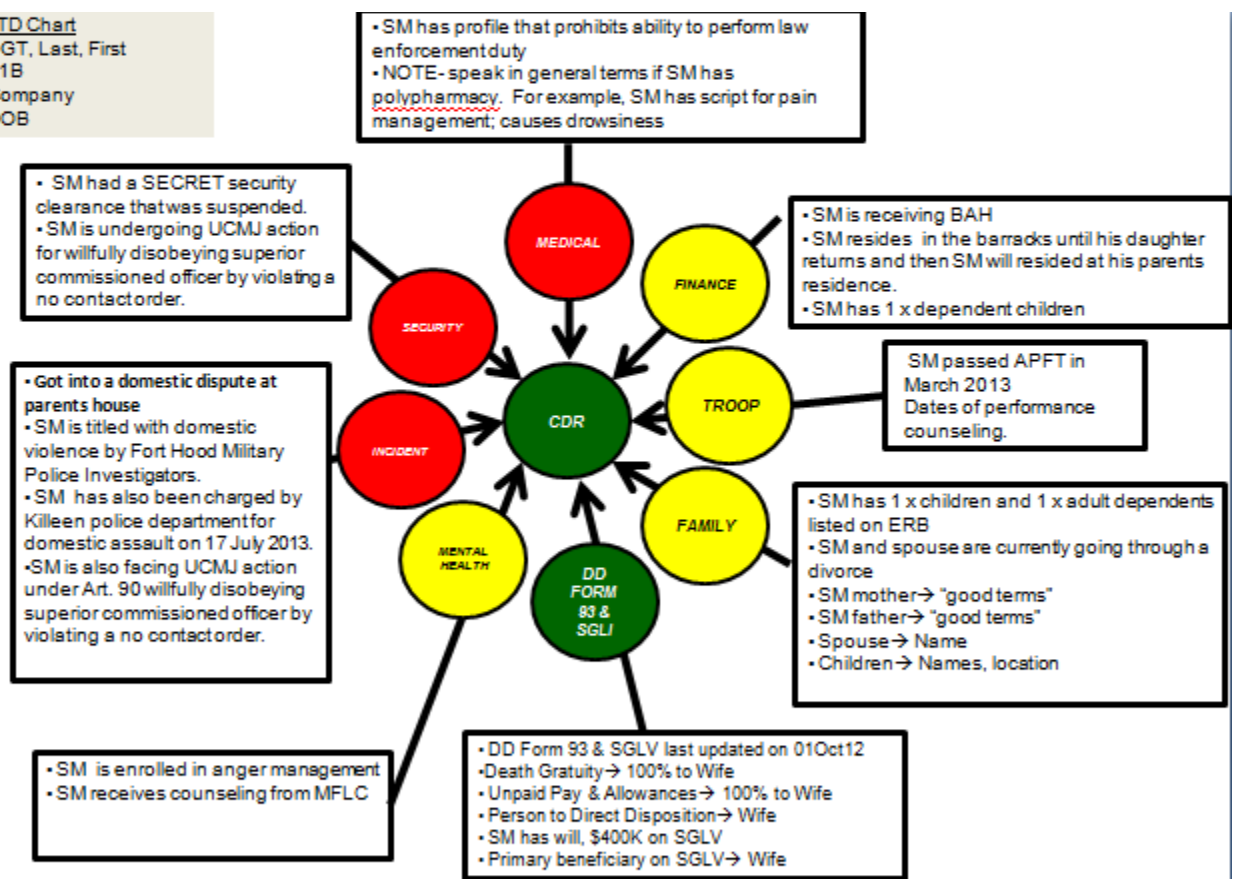
Area 6: Commander's narrative and assessment of the Soldier. Summarize key events and mitigating actions up to this point. The commander's recommendation to retain or separate the Soldier is key. Plan of action should flow with the recommendation.

Area 7: This is the main effort. What is the way ahead? Be specific. Include specific milestones, dates, and decision points as appropriate.

Connect the Dots Chart

CTD Chart

SGT, Last, First
31B
Company
DOB



The connect-the-dots (CTD) chart is a supplement to the Soldier Baseball Card. The dots represent SLRRT risk areas and other indicator topics (see BCG Annex). The CTD is a graphical representation of the holistic picture of a Soldier. It consolidates information that various echelons may have about the Soldier. For example, the commander may have more information about the Soldiers finances and emergency data; the first-line leader may have pertinent information about recent life events. Additionally, the CTD allows room for more detailed background information on a high risk Soldier.

Keep in mind, that some of the added value of this chart is not what is in a single dot; it is in the connections, or disjointedness between dots. For example, if everything appears green in the Family realm, but the beneficiaries in the DD93 and SGLV don't match the family members, there may be more to examine within the Soldiers life.

The format shown above is an example framework. Use your best judgment when determining what information to put inside the data boxes. If the Soldier has medical history, speak in general terms in order to safeguard protected information.

DD Form 93 - Personal Information & Notification

RECORD OF SERVICE		SECTION 2 - BENEFITS RELATED INFORMATION	
<p>PRIVACY AUTHORITY: 5 USC 552, 10 USC 465, 1475 to 1480 and 2771, 38 USC 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.</p> <p>INSTRUCTIONS TO SERVICE MEMBER This extremely important form is to be used by you to show the names and addresses of your spouse, children, parents, and any other person(s) you would like notified if you become a casualty (other family members or friends) and, to designate beneficiaries for certain benefits if you die. IT IS YOUR RESPONSIBILITY to keep your Record of Emergency Data up to date to show your desires as to beneficiaries to receive certain death payments, and to show changes in your family or other personnel listed, for example, as a result of marriage, civil court action, death, or address change.</p> <p>IMPORTANT: This form is divided into two sections: Section 1 - Emergency Contact Information and Section 2 - Benefits Related Information. READ THE INSTRUCTIONS ON PAGES 3 AND 4 BEFORE COMPLETING THIS FORM.</p>		<p>SECTION 1 - EMERGENCY CONTACT INFORMATION</p> <p>1. NAME (Last, First, Middle Initial) [Redacted] 2. SSN [Redacted]</p> <p>3a. SERVICE/CIVILIAN CATEGORY <input checked="" type="checkbox"/> ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> MARINE CORPS <input type="checkbox"/> AIR FORCE <input type="checkbox"/> DoD <input type="checkbox"/> CIVILIAN <input type="checkbox"/> CONTRACTOR b. REPORTING UNIT CODE/DUTY STATION [Redacted]</p> <p>4a. SPOUSE NAME (if applicable) (Last, First, Middle Initial) [Redacted] b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER [Redacted]</p> <p><input type="checkbox"/> SINGLE <input type="checkbox"/> DIVORCED <input type="checkbox"/> WIDOWED</p> <p>5. CHILDREN a. NAME (Last, First, Middle Initial) [Redacted] b. RELATIONSHIP [Redacted] c. DATE OF BIRTH (YYYYMMDD) [Redacted] d. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER [Redacted]</p> <p>6a. FATHER NAME (Last, First, Middle Initial) [Redacted] b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER [Redacted]</p> <p>7a. MOTHER NAME (Last, First, Middle Initial) [Redacted] b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER [Redacted]</p> <p>8a. DO NOT NOTIFY DUE TO ILL HEALTH [None] b. NOTIFY INSTEAD [None]</p> <p>9a. DESIGNATED PERSON(S) (Military only) [None] b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER [None]</p> <p>10. CONTRACTING AGENCY AND TELEPHONE NUMBER (Contractor only) [None]</p>	
<p>SECTION 2 - BENEFITS RELATED INFORMATION</p> <p>12a. BENEFICIARY(IES) FOR DEATH GRATUITY (Military only) NAME AND RELATIONSHIP [Redacted] b. RELATIONSHIP [Redacted] c. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER [Redacted] d. PERCENTAGE [Redacted]</p> <p>13a. PERSON AUTHORIZED TO DIRECT DISPOSITION (PAD) (Military only) NAME AND RELATIONSHIP [Redacted] b. ADDRESS (include ZIP Code) AND TELEPHONE NUMBER [Redacted] c. PERCENTAGE [Redacted]</p> <p>14. CONTINUATION/REMARKS Insurance: NONE NA General Remarks: NON-MEDICAL ATTENDANT: [Redacted]</p>			
<p>DD FORM 93, JAN 2008 PREVIOUS EDITION IS OBSOLETE. Annex 7-2 Professionals</p>			

Ensure the administrative information in "SECTION 1-EMERGENCY CONTACT INFORMATION" matches the Soldier's ORB/ERB, LES, and SGLV.

Spouse and children must be enrolled in DEERS to add them on to the DD93.

Ensure the number of dependents listed on the DD93 match ORB/ERB, and LES.

All dependents must be added.

If the dependent addresses are different from the Soldier's address; this may indicate marital or custody concerns.

It the "Do Not Notify Due to Ill Health" has a name listed question the Soldier. The Soldier may have a family member or next of kin that is sick and may require your assistance.

The areas with the Soldier's parental information is important. It lets us know how far their family is located and if the Soldier remains in contact with the parents.

SGLV 8286 SGLI Election and Certificate



Servicemembers' Group Life Insurance Election and Certificate

1. About You

Print Name (First, Middle, Last)	Rank, title or grade	Social Security Number
\$400,000	Duty Location	Branch of Service
Current Amount of SGLI Coverage		

2. About Your Coverage

I am completing this form to: (Check all that apply)

- ☐ Name or update my SGLI beneficiary.
- ☒ Increase or restore my SGLI coverage to \$400,000
- ☐ Reduce my SGLI coverage to \$
- ☐ Decline (cancel) SGLI coverage.

You must complete sections 3 and 5.

You must complete sections 3, 4, & 5.

You must complete sections 3 & 5.

You must complete section 5.

Coverage is available in increments of \$50,000 up to a maximum of \$400,000.

3. About Your Beneficiaries

Complete this section unless you are declining coverage.

Primary	Name and Address	Social Security Number (if available)	Relationship to you	Share to each (% or \$ amounts)	Payment Option (Lump sum* or 36 equal monthly payments)
1				10%	Lump sum
2				10%	Lump sum
3				10%	Lump sum
4				10%	Lump sum
Secondary					
1				50%	Lump sum
2				50%	Lump sum
3					
4					

☒ Have more beneficiaries? Check the box and complete Supplemental SGLI Beneficiary Form, SGLV 8286S.

If you do not name beneficiaries above, your insurance will be paid by law (see page 3).



Servicemembers' Group Life Insurance Supplemental SGLI Beneficiary Form

1. About You

Last Name, First, Middle	Rank, title or grade	Social Security Number
Current Amount of SGLI Coverage	Duty Location	Branch of Service
\$400,000		Army

2. About Your Beneficiaries

The beneficiaries listed below are in addition to those listed on my completed SGLV 8286.

Name and Address	Social Security (if available)
Primary	
1	
2	
3	
4	
Secondary	
1	
2	
3	
4	

Service Member

Question any amount less than \$400,000. If Soldier declines SGLI coverage than you must counsel him/her.

Ensure the administrative information in the section "About You" match the Soldier's ORB/ERB, LES, and DD93.

Primary Beneficiaries-spouse and children enrolled in DEERS.

This should match ORB/ERB, LES, and DD93.

If married and the Soldier's spouse is not the primary beneficiary inquire why. If LES shows Soldier has dependents but is not listed above then inquire why.

It is very unusual if a married Soldier decides to allot the insurance only to their parents and/or children.

The new SGLV 8286 combines the old SGLV 8286 and SGLV 8285 forms together into one 2-page form. If the "Have more beneficiaries?" box is checked on the SGLV8286 on the left then the Supplemental SGLI Beneficiary Form on the right, SGLV8286S is required.

LES

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT									
ID	NAME (Last, First, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED
	XXXXXXXXXXXX	XXXXXXXXXX	E5	030710	07	141205	ARMY	4818	1-30 APR 11
ENTITLEMENTS		DEDUCTIONS		ALLOTMENTS		SUMMARY			
Type	Amount	Type	Amount	Type	Amount	+Amt Fwd .00			
A BASE PAY	2620.20	FEDERAL TAXES	140.45	NMCRS ALLOTMENT	179.40	+Tot Ent 5942.74			
B BAS	325.04	FICA-SOC SECURITY	110.05	TRICARE DENTAL	31.72	-Tot Ded 1907.92			
C BAH	1980.00	FICA-MEDICARE	37.99	BANK ACCT ALLOT	350.00	-Tot All 3256.12			
D FLY PAY	190.00	SGLI	27.00	BANK ACCT ALLOT	715.00	=Net Amt 718.70			
E COLA	627.50	AFRH	.50	PRIVATIZED HOUSING	1080.00	-Cr Fwd .00			
F		PARTIAL PAY	521.50			=EOM Pay 718.70			
G		PARTIAL PAY	521.50						
H		PARTIAL PAY	521.50						
I		SGLI FAM/POUSE	5.00						
J		TSP	131.01						
K		DEBT	368.34						
L		MID-MONTH PAY	598.00						

☐ Entitlements increase Soldier's pay.

☐ Types: (Basic Pay and BAS apply to everyone)

☐ Base Pay: Based on Soldier's rank/time in service

☐ BAS: Entitlement that covers meals that the government **does not** provide.

Therefore, Soldiers living in the barracks have their BAS deducted from their pay (unless, they have an approve exception to policy 4187).

☐ Clothing Allowance (enlisted only): Covers cost of replacing uniforms (paid annually at the end of the month in which the Soldier entered active duty).

☐ The following entitlements are conditional (certain conditions must be met). This list is not inclusive.

☐ BAH/BAQ: Based on rank and dependency status. No BAH/BAQ if in family gov't quarters. Partial BAH/BAQ if in the barracks.

☐ Other entitlements such as Family Separation Allowance, Flight Pay, Hostile Fire Pay, Hardship Duty Pay, COLA, along with authorized bonuses (before taxes) will also appear in this column.

HOWEVER, AFTER THE BUDGET WAS SIGNED YOU RECEIVED PAYMENT FOR 9-15 APR AS A CASUAL PAY, MAKING YOUR MID-MONTH APRIL 2011 WHOLE. -REVIEW YOUR LES EVERY MONTH TO ENSURE YOU ARE RECEIVING THE CORRECT PAY AND ENTITLEMENTS. IF NOT, SEE YOUR COMMANDER AND PAYMASTER TODAY. -WOUNDED, INJURED, OR ILL? SHARE YOUR CONCERNS. CALL WOUNDED SOLDIER AND FAMILY HOTLINE AT 1-800-984-8523. -DFAS IS NOW ON FACEBOOK AT WWW.FACEBOOK.COM/DEFENSEFINANCEANDACCO

MIL PAY ALLOW DEBT BAL \$81.06
TOTAL INDEBTEDNESS \$261.00(111)
PARTIAL PAYMENT TO EFT 110413
PARTIAL PAY 110415(097)
CANCEL PARTIAL PAY 110415(101)
RESUME INDEBTEDNESS 110412(102)
RESUME INDEBTEDNESS 110412(102)
RESUME INDEBTEDNESS 110412(102)
BAH BASED ON WIDEP, ZIP 99703
BANK USAA FEDERAL SAVINGS BANK
ACCT # [REDACTED]
COLA LOCATION - FAIRBANKS ALASKA

DFAS Form 702, Jan 02

LES

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT									
ID	NAME (Last, First, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED
	[REDACTED]	[REDACTED]	ES	030710	07	141205	ARMY	4818	1-30 APR 11
ENTITLEMENTS		DEDUCTIONS		ALLOTMENTS		SUMMARY			
Type	Amount	Type	Amount	Type	Amount	+Amt Fwd .00			
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G		PARTIAL PAY	521.50						
H		PARTIAL PAY	521.50						
I		IN FAM/POUSE	5.00						
J		TSP	131.01						
K		DEBT	368.34						
L		MID-MONTH-PAY	596.08						
M									
N									
						DIEMS	RETPLAN		
						030710	CHOICE		
						3256.12			
Wage Period		Wage YTD		M/S		Ex		Add'l Tax	
2679.19		9780.06		M 02				.00	
STATE TAXES		Wage Period		Wage YTD		M/S		Ex	
AK		.00		.00		\$ 00		Tax YTD	
FTR		Depns		2D JFTR		BAS Type		Charity YTD	
AK049		\$.00	
Inc Pay Current		Inc Pay Current		Bonus Pay Rate		Bonus Pay Current		PACIDN	
0		.00		0		.00		152YMAB0	
(TSP)		TSP YTD Deductions		Deferred		Exempt			
		524.04		524.04		.00			
YTD DEDUCT 4122.58									
UNIFORMSERVICE TAX EXEMPT LV BAL = 9.0 MIL PAY/ALLOW DEBT BAL \$204.16 MIL PAY/ALLOW DEBT BAL \$112.50 MIL PAY/ALLOW DEBT BAL \$81.66 TOTAL INDEBTEDNESS \$261.00(111) PARTIAL PAYMENT TO EFT 110413 PARTIAL PAY 110415(097) CANCEL PARTIAL PAY 110415(101) RESUME INDEBTEDNESS 110412(102) RESUME INDEBTEDNESS 110412(102) RESUME INDEBTEDNESS 110412(102) BAH BASED ON WIDEP, ZIP 99703 BANK USAA FEDERAL SAVINGS BANK ACCT # [REDACTED] COLA LOCATION - FAIRBANKS ALASKA									

❑ This informs you what is coming out of the Soldier's pay: taxes, social security, medicare, SGLI, FSGLI, mid month pay, TSP, debts, meal deductions and anything that results in money taken out of a Soldier's pay.

❑ The deductions column is considered the negative portion of a Soldier's pay. Any amount in this column represents the amount of money deducted from the Soldier.

❑ Any indebtedness a Soldier owes to the government will be shown here along with the type of indebtedness. Indebtedness may be an indicator of financial, marital, or other issues. Monitor closely since too many deductions may result in a "no pay" to a Soldier.

❑ Article 15 will read "DEBT" and will only show as an Article 15 deduction on the UCFR; it will be annotated with an amount on the last column title "C/M ART 15".

❑ When debts are posted to a Soldier's pay record, there will annotations in the 'REMARKS' section of the LES.

LES

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																
ID	NAME (Last, First, MI)		SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED						
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ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY							
Type	Amount		Type	Amount		Type	Amount		+Amt Fwd .00							
A	BASE PAY	2620.20	FEDERAL TAXES	140.45		NMCRS ALLOTMENT	179.40		+Tot Ent 5942.74							
B	BAS	325.04	FICA-SOC SECURITY	110.05		TRICARE DENTAL	31.72		-Tot Ded 1907.92							
C	BAH	1980.00	FICA-MEDICARE	37.99		BANK ACCT ALLOT	350.00		-Tot All 3256.12							
D	FLY PAY	190.00	SGLI	27.00		BANK ACCT ALLOT	715.00		=Net Amt 718.70							
E	COLA	827.50	AFRH	.50		PRIVATIZED HOUSING	1080.00		-Cr Fwd .00							
F			PARTIAL PAY	521.50					+EOM Pay 718.70							
G			PARTIAL PAY	521.50												
H			DEBT	108.34												
I			MID-MONTH-PAY	106.08												
J																
K																
L																
M																
N																
O																
TOTAL		5942.74	1907.92			3256.12										
LEAVE	BF Bal	Emd	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD	
	35.0	17.5	10	42.5	150.5	.0	.0	.0	2679.19	9780.06	M	02	.00	.00	490.60	
FICA TAXES	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wage YTD	Med Tax YTD	STATE TAXES	St	Wage Period	Wage YTD	M/S	Ex	Tax YTD				
	2620.20	10480.80	440.20	10480.80	151.96	AK	.00	.00	.00	.00	.00	.00				
PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN			
	WIDEP	SPOUSE	99703	.00	1	R	AK049	5			.00		152YMAB0			
THRIFT SAVINGS PLAN (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Current	Inc Pay Current	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current							
	5	.00	0	.00	0	.00	.00	0	.00							
TSP YTD Deductions				Deferred				Exempt								

- ❑ Soldiers who reside in the barracks and are required to utilize the dining facility for all meals.
- ❑ These Soldiers will see a MEAL DEDUCTION entry under the deduction column of their LES. The arrow indicates an example of what a meal deduction looks like and where it would show however; this Soldier does not live in the barracks.
- ❑ The current rate for meal deductions is \$7.10 per day and is based on the actual number of days in the month.
 - ❑ February 1-29 $\$7.10 \times 29 \text{ days} = \205.90
 - ❑ March 1-31 $\$7.10 \times 31 \text{ days} = \220.10
- ❑ If a Soldier is on Subsisted-in-Kind (SIK) because he/she lives in the barrack and have to use the dining facility, they will receive the full rate of BAS when on leave, TDY, or PCS (these are called status changes).
 - The rationale for this is because that Soldier will not be able to utilize the dining facility. The net effect is a temporary increase to the Soldier's pay as no meal deduction occurs when they are in one of the statuses above.

LES

DEFENSE FINANCE AND ACCOUNTING SYSTEMS MILITARY LEAVE AND EARNINGS STATEMENT											
ID	NAME (Last, First, MI)	SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED		
	[REDACTED]	[REDACTED]	E5	030710	07	141205	ARMY	4818	1-30 APR 11		
ENTITLEMENTS		DEDUCTIONS		ALLOTMENTS		SUMMARY					
Type	Amount	Type	Amount	Type	Amount	+Amt Fwd .00					
A BASE PAY	2620.20	FEDERAL TAXES	140.45	NMCRS ALLOTMENT	179.40	+Tot Ent 5942.74					
B BAS	325.04	FICA-SOC SECURITY	110.05	TRICARE DENTAL	31.72	-Tot Ded 1907.91					
C BAH	1980.00	FICA-MEDICARE	37.00	BANK ACCT ALLOT	350.00						
D IFLY PAY	190.00	(SGLI)	27.00	BANK ACCT ALLOT	715.00	-Tot Allt 3256.12					
			50	PRIVATIZED HOUSING	1060.00	=Net Amt 718.70					
			521.50			-Cr Fwd .00					
			521.50			=ECM Pay 718.70					
			5.00								
			131.01								
			398.34								
			596.08								
		1967.92		3258.12							
Med	User/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD			
.0	.0	2679.19	9780.66	M	02			490.60			
YTD	Med Tax YTD	STATE TAXES	St	Wage Period	Wage YTD	M/S	Ex	Tax YTD			
0	151.96	AK	.00	.00	\$	00		.00			
Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN				
R	AK049	\$.00		152YMAB0				
Spec Pay Current	Inc Pay Current	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current							
.00	0	.00	0	.00							
Deferred		Exempt									
524.04		.00									
YTD DEDUCT 4122.58											
UNTINGSERVICE.											
TAX EXEMPT LV BAL = 9.0.											
MIL PAY/ALLOW DEBT BAL \$204.16											
MIL PAY/ALLOW DEBT BAL \$112.50											
MIL PAY/ALLOW DEBT BAL \$81.66											
TOTAL INDEBTEDNESS \$261.00(11)											
PARTIAL PAYMENT TO EFT 110413											
PARTIAL PAY 110415(097)											
CANCEL PARTIAL PAY 110415(101)											
RESUME INDEBTEDNESS 110412(102)											
RESUME INDEBTEDNESS 110412(102)											
RESUME INDEBTEDNESS 110412(102)											
BAH BASED ON WIDEP, ZIP 90703											
BANK USAA FEDERAL SAVINGS BANK											
ACCT # [REDACTED]											
COLA LOCATION -											
FAIRBANKS ALASKA											

entitlements are a method by which the paymaster directs the payroll office (AFSA) to send money from their account to a financial institution, bank, or company of a Soldier's choice.

There are various types of allotments. Popular allotments are mortgage/house, car, credit card, child support, alimony, and other payments.

Other types of allotments are insurance premiums, thrift saving plan contributions, garnishments, union or organizational dues.

Allotments can be set up through AFSA or through finance.

If many allotment may also exist, inform the Soldier has a debit card and should be referred to the Command Financial Specialist.

LES

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT																																																															
ID	NAME (Last, First, MI)		SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED																																																					
	[REDACTED]		[REDACTED]	ES	030710	07	141205	ARMY	4818	1-30 APR 11																																																					
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY																																																						
Type	Amount		Type	Amount		Type	Amount		+Amt Fed																																																						
A	BASE PAY 2620.20		FEDERAL TAXES 140.45		NMCRS ALLOTMENT 179.60				+Tot Fed 5942.74																																																						
<p>The LEAVE row will indicate marital status however; some Soldier although married will chose to enter single for tax deduction purposes. This Soldier has "M" for married.</p> <p>The "PAY DATA" row will indicate if the Soldier receives BAQ with dependents and "BAQ Depn" show what type of dependent entitles the Soldier to BAQ. Spouse will be the default BAQ Dependent when there is more than one dependent.</p>																																																															
<table border="1"> <tr> <td colspan="10"></td> <td colspan="2">MEMS</td> <td colspan="2">RETPLAN</td> </tr> <tr> <td colspan="10"></td> <td colspan="2">030710</td> <td colspan="2">CHOICE</td> </tr> <tr> <td colspan="18">TOTAL 5942.74 1967.92 3254.12</td> </tr> </table>																												MEMS		RETPLAN												030710		CHOICE		TOTAL 5942.74 1967.92 3254.12																	
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LEAVE	BF Bal	End	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD																																																
	35.0	7.5	10	42.5	150.5	.0	.0	.0	2679.19	9780.06	M	02		.00	490.60																																																
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	2620.20	10480.80		440.20		10480.80		151.96		AK		.00	.00	\$.00	.00																																															
PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN																																																		
	WIDEP	SPOUSE	99703	.00	1	R	AK049	5			.00		152YMAB0																																																		
THRIFT SAVINGS PLAN (TSP)	Base Pay Rate		Base Pay Current		Spec Pay Rate		Spec Pay Current		Inc Pay Current		Inc Pay Current		Bonus Pay Rate		Bonus Pay Current																																																
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TSP YTD Deductions				Deferred				Exempt																																																							
524.04				524.04				.00																																																							
<p>REMARKS: YTD ENTITLE 23726.92 YTD DEDUCT 4122.58</p> <p>IF TSP ELECTION AMT EXCEEDS NET AMT DUE, TSP WILL NOT BE DEDUCTED.</p> <p>-IF YOU RECEIVED APRIL MID-MONTH PAY, YOU WERE PAID FROM 1-8 APR 11 BECAUSE OF AN UNSIGNED BUDGET TO PAY BEYOND 8 APR. HOWEVER, AFTER THE BUDGET WAS SIGNED YOU RECEIVED PAYMENT FOR 9-15 APR AS A CASUAL PAY, MAKING YOUR MID-MONTH APRIL 2011 WHOLE.</p> <p>-REVIEW YOUR LES EVERY MONTH TO ENSURE YOU ARE RECEIVING THE CORRECT PAY AND ENTITLEMENTS. IF NOT, SEE YOUR COMMANDER AND PAYMASTER TODAY.</p> <p>-WOUNDED, INJURED, OR ILL? SHARE YOUR CONCERNS. CALL WOUNDED SOLDIER AND FAMILY HOTLINE AT 1-800-984-8523.</p> <p>-DFAS IS NOW ON FACEBOOK AT WWW.FACEBOOK.COM/DEFENSEFINANCEANDACCO</p> <p>UNTINGSERVICE.</p> <p>TAX EXEMPT LV BAL = 9.0.</p> <p>MIL PAY/ALLOW DEBT BAL \$204.16</p> <p>MIL PAY/ALLOW DEBT BAL \$112.50</p> <p>MIL PAY/ALLOW DEBT BAL \$81.66</p> <p>TOTAL INDEBTEDNESS \$261.00(111)</p> <p>PARTIAL PAYMENT TO EFT 110413</p> <p>PARTIAL PAY 110415(092)</p> <p>CANCEL PARTIAL PAY 110415(101)</p> <p>RESUME INDEBTEDNESS 110412(102)</p> <p>RESUME INDEBTEDNESS 110412(102)</p> <p>RESUME INDEBTEDNESS 110412(102)</p> <p>BAH BASED ON WIDEP, ZIP 99703</p> <p>BANK USAA FEDERAL SAVINGS BANK</p> <p>ACCT # [REDACTED]</p> <p>COLA LOCATION - FAIRBANKS ALASKA</p> <p>WWW.DFAS.MIL</p>																																																															

LES

DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT															
ID	NAME (Last, First, MI)		SOC. SEC. NO.	GRADE	PAY DATE	YRS SVC	ETS	BRANCH	ADSN/DSSN	PERIOD COVERED					
	[REDACTED]		[REDACTED]	ES	030710	07	141205	ARMY	4818	1-30 APR 11					
ENTITLEMENTS			DEDUCTIONS			ALLOTMENTS			SUMMARY						
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A	BASE PAY	2620.20	FEDERAL TAXES	140.45		NMCRS ALLOTMENT	179.40		+Tot Ent 5942.74						
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E	COLA	827.50	AFRH	.50		PRIVATIZED HOUSING	1080.00		-Cr Fwd .00						
F			PARTIAL PAY	521.50					+EOM Pay 718.70						
G			PARTIAL PAY	521.50											
H			PARTIAL PAY	521.50											
I			SGLI FAM/POUSE	5.00											
				131.01											
				368.34											
				596.08											
TOTAL			5942.74			1967.92			3256.12						
LEAVE	BF Bal	Emd	Used	Cr Bal	ETS Bal	Lv Lost	Lv Paid	Use/Lose	FED TAXES	Wage Period	Wage YTD	M/S	Ex	Add'l Tax	Tax YTD
	35.0	17.5	10	42.5	150.5	.0	.0	.0	2679.19	9780.06	M	02		.00	490.60
FICA TAXES	Wage Period	Soc Wage YTD	Soc Tax YTD	Med Wage YTD	Med Tax YTD	STATE TAXES	St	Wage Period	Wage YTD	M/S	Ex				Tax YTD
	2620.20	10480.00	440.20	10480.00	151.96	AK		.00	.00	\$.00				.00
PAY DATA	BAQ Type	BAQ Depn	VHA Zip	Rent Amt	Share	Stat	JFTR	Depns	2D JFTR	BAS Type	Charity YTD	TPC	PACIDN		
	WIDEP	SPOUSE	99703	.00	1	R	AK049	\$.00		152YMAB0		
THRIFT SAVINGS PLAN (TSP)	Base Pay Rate	Base Pay Current	Spec Pay Rate	Spec Pay Current	Inc Pay Current	Inc Pay Current	Bonus Pay Rate	Bonus Pay Current							
	.05	.00	.00	.00	.00	.00	.00	.00							
	TSP YTD Deductions				Deferred		Exempt								
	524.04				524.04		.00								
REMARKS:															
YTD ENTITLE 23726.92 YTD DEDUCT 4122.58															
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WWW.DFAS.MIL															

DFAS Form 702, Jan 02

ERB Guide

Top line provides **name**, **rank**, **component**, **last four social security number**, primary MOS and date of rank.

ENLISTED RECORD BRIEF													
BRIEF DATE 20060306		NAME		RANK - DOR 1		PMOS 25B		SSN		COMPONENT REGULAR			
SECTION I - Assignment Information				SECTION II - Security Data				SECTION III - Service Data				SECTION IV - Personal/Family Data	
OS/Deployment Combat Duty				PSI Status XXXX Fld Det PS Stat XXXX				BASD 19941023				Date of Birth 19730720	
Start-End Date				PSI Invest INIT XXXX				ETS XXXX				Country of Citz XXXX	
19970123-19980116				PSI Invest Compl XXXX				#Days Lost				Sex/Race XXXX	
19950523-19951122								AGCM Dt XXXX				Religion XXXX	
CT/MOTS/TT				SECTION V - Foreign Language				PV2				To of Dependent Adults/Children	
#S - 1				Language				PFC				Religion XXXX	
# - 0				Read				SGT				Marital Status XXXX	
#M				Listen				SSG				Spouse Birthplace/Citz XXXX	
C 0 0				Speak				MSG - 1SG				Height/Weight XXXX	
O 1 6								DOR 19971001				PULHES 111111	
R 1 12								DOR SGM - CSM				#Cmd Sponsored 0	
TOT: 18													
Dwell Time								SECTION VII - CIVILIAN Education					
Start								Level Completed 3 YR COL				EFMP Dt	
Month - Days								DESIG 60 OR MORE SEM HR					
98 Mo 2 Days													
Date Dependents Arrived OS XXXX													
PMOS 25B													
SMOS 88M													
Bonus MOS XXXX													
Bonus Enlist Elig Dt XXXX													
Promotion Points/YRMO XXXX													
Prev Promotion Points/YR XXXX													
Prom Seq# XXXX													
Promotion MOS XXXX													
ASVAB Test # / D													
GT XX ELEC XX													
ADMIN XX FA XX													
CMBT XX MECH XX													
Delay Separation Reason XXXX													
AEA / Dt XXXX													
Flag Code													
Flag start Dt													
Flag Expiration Dt													
XXXX													

SECTION II Security verify that Soldier has requisite level

SECTION III Service data will let you know the day the Soldier joined the Army.

BASD- Basic active service date, this date establishes the beginning of creditable service for retirement purposes (a DA 1506 with supporting documents submitted through finance is required to change this data). **PEBD** - Pay Entry Basic Date, **BESD** - Basic Entry Service Date, **ETS** - Expiration Term of Service, **DIEMS** - Date Initial Entry Military Service, the first time a person committed to military service, this includes entry into the delayed entry program. **REEN PROHIB** - Reenlistment eligibility code, **TIME LOST** - Lists periods, in turns of time when a Soldier did not receive

SECTION I Assignment Information will give let you know if there are any deployments - how long and number of times. Maximum six most recent overseas tours (AR 614-30).

Dwell time should reflect 0 Mo 0 D while SM is deployed.

PMOS - Primary MOS awarded

SMOS - Secondary MOS awarded (Same as above if applicable)

BONUS MOS - The MOS the Soldier received an enlistment/re-enlistment bonus.

Therefore, on the Unit Manning Report, slot the Soldier against this PMOS.

BONUS ENL ELIG DATE - Bonus enlistment eligibility date.

PROMOTION POINTS/YRMO - The number of promotion points a Soldier who is competing for promotion to SGT or SSG and the effective year and month.

PREV PROMOTION POINTS/YRMO - The previous number of promotion points a Soldier who is competing for promotion to SGT or SSG and the effective year and month.

PROM SEQ # - promotion sequence number, the number given to a senior NCO when selected for promotion to SFC and higher.

PROMOTION MOS - promotion MOS (the promotable MOS for a Soldier identified for promotion).

SQL - Special Qualification Identifier, this is MOS immaterial, meaning that any MOS can obtain any SQL.

ASI - Additional Skill Identifier, a code used to identify any additional skills pertinent to the Soldier's MOS obtained through military schooling.

AEA/DT - Assignment Eligibility Availability code and the expiration date

FLAG CODE/FLAG START DT/FLAG EXPIRATION DT - Contains information on Suspension of Favorable Personnel Actions (FLAG) currently invoked against a Soldier

ERB Guide

ENLISTED RECORD BRIEF																	
BRIEF DATE 20060306		NAME		RANK - DOR				1		PMOS		25B		SSN		COMPONENT REGULAR	
SECTION I - Assignment Information				SECTION II - Security Data				SECTION III - Service Data				SECTION IV - Personal/Family Data					
OS/Deployment Combat Duty				PSI Status XXXX Fld Det PS Stat XXXX				BASD 19941023 PEBD XXXX BESD XXXX				Date of Birth 19730720 Birthplace XXXX					
Start-End Date CT/MO/YS/TT				PSI Invest INIT XXXX				ETS XXXX DIEMS XXXX Reenl Elig/Prohl XX				Country of Citz XXXX Sex/Race XXXX					
19970123-19980116 KS 12 3 3 S O				PSI Invest Compl XXXX				# Days Lost AGCM Dt XXXX AGCM Elig Dt XXXX				No of Dependent Adults/Children XXXX Religion XXXX					
19950523-19951122 CU 6 1 1 O				SECTION V - Foreign Language				DOR				Marital Status XXXX Spouse Birthplace/Citz XXXX					
				Language Read Listen Speak				DOR 19971001 20000401				PULHES 111111 Height/Weight XXXX					
Dwell Time				DEROS				DOR SGM - CSM				EFMP Dt #Cmd Sponsored 0					
Start 19980116								SECTION VII - CIVILIAN Education				Physical Category XXXX APFT P/F Dt XXXX					
Month - Days 99 Mo 2 Days				DROS				Level Completed 3 YR COLL DESG 60 OR MORE SEM HRS COL CRED				Last Physical Exam 20040602 MMRB Results/Dt XXXX					
Date Dependents Arrived OS XXXX				DLAB				Institution XXXX Yr XXXX				Home of Record XXXX					
PMOS 25B SQI 0				SECTION VI - Military Education				Discipline XXXX Yr XXXX				Mailing Address XXXX					
SMOS 88M PDS/YRMO /				MEL/MES BNCOC/GRADUATED				Number Of Semester Hours Completed 111				All Spouse SSN/MPC XXXX					
Bonus MOS XXXX ASI 00				Course				Technical Certification				Svc Comp / DoC XXXX					
Bonus Enlist Elig Dt XXXX				SYS ADMNTWK MGR SCTY 2003				Course Name				Emergency Data Verified Date XXXX					
Promotion Points/YRMO XXXX				BASIC NCO CRS (BNCOC) 2003				Dt Certified				SECTION X - Remarks					
Prev Promotion Points/YRMO XXXX				INFO ASSURANCE CRT PRG 2002				Dt Expires				IV YRMO XXXX					
Prom Seq# XXXX Prom Select Dt XXXX				SUPPORT OP CRS PHASE I 2000								GMT AFL XXXX					
Promotion MOS XXXX				MANAGER DEV CRS 2000								Date Last Photo XXXX					
ASVAB Test # / Dt ASVAB17 / 19950301				DEFENSE REUTILIZ MKT 2000													
GT XX ELEC XX FOOD XX TECH XX				SUPERVISOR DEV 2000													
ADMIN XX FA XX COMMO XX				ACTION OFCR DEVPT CRS 2000													
CMBT XX MECH XX MAINT XX				DEF DIST MGT CRS 2000													
Delay Separation Reason XXXX				PROTEC SEC & CONF DOCS 2000													
AEA / Dt XXXX				COMBAT LIFE SAVERS CRS 1997													
Flag Code				PRIMARY LDRSHP DEV CRS 1997													
Flag Start Dt																	
Flag Expiration Dt																	
XXXX				Correspondence Courses													
XXXX				Total # of Hours 626													
XXXX																	

SECTION IV Personal/Family Data- will let you know date of birth, birthplace, gender/race, **number of adult and child dependents, marital status**, spouse's date of birth, PULHES, height/weight, home of record and **mailing address (mailing address should be the same as dependent addresses unless the officer is a geographical bachelor)**. All data in red font must be the same on their DD93/SGLV, LES.

No. (#) dependent adults/children- Dependents must be enrolled in DEERS before they can be added. The dependents enrolled in DEERS should be the same number of spouse and/or child(ren) on the officer's DD93 and SGLV. If not, you should ask the officer why it is different and does he/she need to make any changes.

Spouse birthplace/city- This will be a state and US or country if born outside of US; i.e., Michigan/US or Germany.

Mailing address- Current mailing address; not the unit address; however, overseas may use APO/FPO unit addresses. The mailing address on the ORB and DD3955 need to match.

PUHLES= (P= physical capacity, U= upper extremities, L= lower extremities, H= hearing, E= eyes, S= psychiatric) This data is updated via MEDPROS. If not each category is not a "1" across, see if the commander is tracking a profile, MMRB, or MEB.

ERB Guide

ENLISTED RECORD BRIEF

BRIEF DATE 20060306		NAME		RANK - DOR		PMOS 1 25B		SSN		COMPONENT REGULAR					
SECTION I - Assignment Information				SECTION II - Security Data				SECTION III - Service Data				SECTION IV - Personal/Family Data			
OS/Deployment Combat Duty				PSI Status XXXX Fld Det PS Stat XXXX				BASD 19941023 PEBD XXXX BESD XXXX				Date of Birth 19730720 Birthplace XXXX			
Start-End Date CT/MO/ST				PSI Invest INIT XXXX				ETS XXXX DIEMS XXXX Reenl Elig/Profil XX				Country of Citz XXXX Sex/Race XXXX			
19870123-19980116 KS 12 3 3 S 19950523-19951122 CU 6 1 1 O				PSI Invest Compl XXXX				# Days Lost AGCM Dt XXXX AGCM Elig Dt XXXX				To of Dependent Adults/Children XXXX Religion XXXX			
Dwell Time DEROS				SECTION V - Foreign Language				SECTION VII - CIVILIAN Education				Marital Status XXXX Spouse Birthplace/Citz XXXX			
Start 19980116 DROS				Language Read Listen Speak				Level Completed 3 YR COLL Yr 1999				EFMP Dt #Cmd Sponsored 0			
Month - Days 99 Mo 2 Days 19980202				DLAB				DESIG 60 OR MORE SEM HRS COL CRED				Physical Category XXXX APFT P/F Dt XXXX			
Date Dependents Arrived OS XXXX				SECTION VI - Military Education				Institution XXXX Yr XXXX				Last Physical Exam 20040602 NMRB Results/Dt XXXX			
PMOS 25B SGI 0				MEL/MES BNCOC/GRADUATED				Discipline XXXX Yr XXXX				Home of Record XXXX			
SMOS 88M PDSI/YRMO /				Course Year				Number Of Semester Hours Completed 111				Mailing Address XXXX			
Bonus MOS XXXX ASI 00				SYS ADMINTWK MGR SCTY 2003				Technical Certification				Mil Spouse SSN/MPC XXXX			
Bonus Enlist Elig Dt XXXX				BASIC NCO CRS (BNCOC) 2003				Course Name Dt Certified Dt Expires				Eve Comp / DoC XXXX			
Promotion Points/YRMO XXXX				INFO ASSURANCE CRT PRG 2002								Emergency Data / Verified Date XXXX			
Prev Promotion Points/YRMO XXXX				SUPPORT OP CRS PHASE I 2000								SECTION X - Remarks			
Prom Seq# XXXX Prom Select Dt XXXX				MANAGER DEV CRS 2000								HIV YRMO XXXX			
Promotion MOS XXXX				DEFENSE REUTILIZ MKT 2000				SECTION VIII - Awards and Decorations				RGMT AFL XXXX			
ASVAB Test # / Dt ASVAB17 / 19950301				SUPERVISOR DEV 2000				MSM 1				Date Last Photo XXXX			
ST XX ELEC XX FOOD XX TECH XX				ACTION OFCR DEVPT CRS 2000				ARCOM 3							
ADMIN XX FA XX COMMO XX				DEF DIST MGT CRS 2000				AAM 10							
CMBT XX MECH XX MAINT XX				PROTEC SEC & CONF DOCS 2000				JMUA 1							
Delay Separation Reason XXXX				COMBAT LIFE SAVERS CRS 1997				CGMUC 1							
AEA / Dt XXXX				PRIMARY LDRSHIP DEV CRS 1997				AGCM 3							
Flag Code XXXX XXXX XXXX				Correspondence Courses				NDSM 2							
				Total # of Hours 626				KDSM 1							
								HSM 1							
								NOFOR 2							
								ASR 1							
								OSR 1							
								OSOR 1							
								MOVSM 1							
								GWTSM 1							
								DRIVECH 1							
Date of Loss XXXX				SECTION IX - Assignment Information				Date of Last NCOER XXXX							
ASGT FROM MO UNIT NO ORGANIZATION STATION LOC COMD DUTY TITLE DMOS ASI LANG															
PROJ Current 20051003 W6ED41 ISA EREC INDIANAPO IN MP NCOIC SOFTWARE BR 25B40 00 YY															
1st Prev 20050201 8 W6ED41 ISA EREC INDIANAPO IN MP NCOIC SOFTWARE BRANCH 25B40 00 YY															
2nd Prev 20041020 3 W6ED41 ISA EREC INDIANAPO IN MP INFO SYS SUPV 25B40 00 YY															
3rd Prev 20031002 12 W6ED41 ISA EREC INDIANAPO IN MP SR INFO SYS MGR 74B30 00 YY															
4th Prev 20021004 12 W6ED41 AUTOMATION EREC INDIANPLS IN MP INFO SYS SUPV 74B30 00 YY															
5th Prev 19990601 40 HHC 7TH ID FT CARSON FC COM GENERAL'S DRIVER 88M30 00 YY															
6th Prev 19980203 16 2ND TRANS CO FT CARSON FC HVY WHL VEH OPR 88M20 00 YY															
7th Prev 19970801 6 728TH MP BN HHD KOREA P8 DETACHMENT/TRNG NCO 95B20 00 YY															
8th Prev 19970123 6 728TH MP BN HHD KOREA P8 VEHICLE DRIVER 88M10 00 YY															
9th Prev 19960415 9 704TH MSB AUG TEAM FT CARSON FC MOTOR TRANSPORT OPR 88M10 00 YY															
10th Prev 19950313 13 B CO 704TH MSB FT CARSON FC MOTOR TRANSPORT OP 88M10 00 YY															
11th Prev															
12th Prev															
13th Prev															
14th Prev															
15th Prev															
16th Prev															
17th Prev															
18th Prev															

SECTION V Foreign Language - Foreign languages that the Soldier has or had proficiency in; requires DA Form 330 to add or change. Listen/Speak/Read- date. YMPTL- Year and month last tested

SECTION VI Top line of section VI is the MEL/MES (military education level/status)- Highest military education level achieved for career development.

Military education- Course name/year, maximum of 10 schools/courses recorded in this block. Should include all courses attended. All courses must be 40hrs or more.

SECTION VII Highest civilian education level completed. Accredited school ,official transcripts are required for updating. Display examples: associates, bachelors, masters.

ERB Guide

ENLISTED RECORD BRIEF																			
BRIEF DATE 20060306		NAME			RANK - DOR 1			PMOS 25B		SSN		COMPONENT REGULAR							
SECTION I - Assignment Information					SECTION II - Security Data					SECTION III - Service Data					SECTION IV - Personal/Family Data				
OS/Deployment Combat Duty					PSI Status XXXX Fid Det PS Stat XXXX					BASD 19941023 PEBD XXXX BESD XXXX					Date of Birth 19730720 Birthplace XXXX				
Start-End Date CT/MO/ST					PSI Invest INIT XXXX					ETS XXXX DIEMS XXXX Reenl Elig/Prohl XX					Country of Citz XXXX Sex/Race XXXX				
9870123-19980116 KS 12 3 S					PSI Invest Compl XXXX					# Days Lost AGCM Dt XXXX AGCM Elig Dt XXXX					To of Dependent Adults/Children XXXX Religion XXXX				
98950523-19951122 CU 6 1 O					SECTION V - Foreign Language					DOR 19920308 19931103 19941202					Marital Status XXXX Spouse Birthplace/Citz XXXX				
C 0 0					Language Read Listen Speak					SGT SSG SFC MSG - 1SG					PULHES 111111 Height/Weight XXXX				
O 1 6										DOR 19971001 20000401					Physical Category XXXX APFT P/F Dt XXXX				
R 1 12										DOR SGM - CSM					Last Physical Exam XXXX MMRB Results/Dt XXXX				
TOT: 18										SECTION VII - CIVILIAN Education					Home of Record XXXX				
Dwell Time DEROS					DLAB					Level Completed 3 YR COLL Yr 1999					EFMP Dt XXXX #Cmd Sponsored 0				
Start 19980116					SECTION VI - Military Education					DESIG 60 OR MORE SEM HRS COL CRED Yr 1999					Physical Category XXXX APFT P/F Dt XXXX				
Month - Days 99 Mo 2 Days 19980202					MEL/MES BNCOC/GRADUATED					Institution Yr XXXX					Last Physical Exam XXXX MMRB Results/Dt XXXX				
Date Dependents Arrived OS XXXX					Course Year					Discipline Yr XXXX					20040602				
PMOS 25B SGI 0					SYS ADMINTWK MGR SCTY 2003					Number Of Semester Hours Completed 111					Mailing Address XXXX				
PMOS 88M PDSI/YRMO /					BASIC NCO CRS (BNCOC) 2003					Technical Certification					MIL Spouse SSN/MPC XXXX				
Bonus MOS XXXX ASI 00					INFO ASSURANCE CRT PRG 2002					Course Name Dt Certified Dt Expires					Eve Comp / DoC XXXX				
Bonus Enlist Elig Dt XXXX					SUPPORT OP CRS PHASE I 2000					SECTION VIII - Awards and Decorations					Emergency Data / Verified Date XXXX				
Promotion Points/YRMO XXXX					MANAGER DEV CRS 2000					MSM 1					HIV YRMO XXXX				
Prev Promotion Points/YRMO XXXX					DEFENSE REUTILIZ MKT 2000					ARCOM 3					RGMT AFL XXXX				
Prom Seq# XXXX Prom Select Dt XXXX					SUPERVISOR DEV 2000					AAM 10					Date Last Photo XXXX				
Promotion MOS XXXX					ACTION OFCR DEVTP CRS 2000					JMUUA 1									
ASVAB Test # / Dt ASVAB17 / 19950301					DEF DIST MGT CRS 2000					CGMUC 1									
QT XX ELEC XX FOOD XX TECH XX					PROTEC SEC & CONF DOCS 1997					AGCM 2									
ADMIN XX FA XX COMMO XX					COMBAT LIFE SAVERS CRS 1997					KDSM 1									
CMBT XX MECH XX MAINT XX					PRIMARY LDRSHIP DEV CRS 1997					HSM 1									
Delay Separation Reason XXXX										NOPOR 2									
AEA / Dt XXXX										ASR 1									
Flag Code										OSR 1									
Flag Start Dt										MOVSM 1									
Flag Expiration Dt										GWTSM 1									
XXXX XXXX XXXX					Correspondence Courses					DRVMECH 1									
					Total # of Hours 626														
Date of Loss XXXX					Date of Last PCS XXXX					Date of Last NGSER XXXX									
SECTION IX - Assignment Information																			
ASGT	FROM	MO	UNIT NO	ORGANIZATION	STATION	LOC	COMD	DUTY TITLE	DMOS	ASI	LANG								
PROJ	Current	20051003	W6ED41	ISA EREC	INDIANAPO	X	MP	NCOIC SOFTWARE BR	25B40	00	YY								
1st Prev	20050201	8	W6ED41	ISA EREC	INDIANAPO	X	MP	NCOIC SOFTWARE BRANCH	25B40	00	YY								
2nd Prev	20041020	3	W6ED41	ISA EREC	INDIANAPO	X	MP	INFO SYS SUPV	25B40	00	YY								
3rd Prev	20031002	12	W6ED41	ISA EREC	INDIANAPO	X	MP	SR INFO SYS MGR	74B30	00	YY								
4th Prev	20021004	12		AUTOMATION EREC	INDIANPLS	X	MP	INFO SYS SUPV	74B30	00	YY								
5th Prev	19990601	40		HHC 7TH ID	FT CARSON	X	FC	COM GENERAL'S DRIVER	88M30	00	YY								
6th Prev	19980203	16		2ND TRANS CO	FT CARSON	X	FC	HVY WHL VEH OPR	88M20	00	YY								
7th Prev	19970801	6		728TH MP BN HHD	KOREA	X	P8	DETACHMENT/TRNG NCO	95B20	00	YY								
8th Prev	19970123	6		728TH MP BN HHD	KOREA	X	P8	VEHICLE DRIVER	88M10	00	YY								
9th Prev	19960415	9		704TH MSB AUC TEAM	FT CARSON	X	FC	MOTOR TRANSPORT OPR	88M10	00	YY								
10th Prev	19950313	13		B CO 704TH MSB	FT CARSON	X	FC	MOTOR TRANSPORT OP	88M10	00	YY								
11th Prev																			
12th Prev																			
13th Prev																			
14th Prev																			
15th Prev																			
16th Prev																			
17th Prev																			
18th Prev																			
19th Prev																			
20th Prev																			
21st Prev																			
22nd Prev																			
23rd Prev																			

SECTION VIII Awards and Decorations

A max of 16 awards and 8 badges by precedence will be shown on the ORB.

Note: Some awards will not be coded, such as most foreign awards/badges, regimental and state issued awards. Copies of award certificates or orders awarding special skill badges are required to add awards or badges. No documentation is needed to add service awards such as the Army Service Ribbon or National Defense Service Medal.

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ENLISTED RECORD BRIEF

BRIEF DATE 20060306		NAME		RANK - DOR 1		PMOS 25B		SSN		COMPONENT REGULAR					
SECTION I - Assignment Information				SECTION II - Security Data				SECTION III - Service Data				SECTION IV - Personal/Family Data			
OS/Deployment Combat Duty				PSI Status XXXX Fld Det PS Stat XXXX				BASD 19941023 PEBD XXXX BESD XXXX				Date of Birth 19730720 Birthplace XXXX			
Start-End Date CT/MOTS/TT				PSI Invest INIT XXXX				ETS XXXX DIEMS XXXX Reenl Elig/Profil XX				Country of Citz XXXX Sex/Race XXXX			
19970123-19980116 KS 12 3 5 19950523-19951122 CU 6 1 0				PSI Invest Compl XXXX				# Days Lost AGCM Dt XXXX AGCM Elg Dt XXXX				No of Dependent Adults/Children XXXX Religion XXXX			
Dwell Time				SECTION V - Foreign Language				DOR				Marital Status XXXX Spouse Birthplace/Citz XXXX			
Start 19980116				Language Read Listen Speak				SGT SSG SFC MSG - 1SG				PULHES 111111 Height/Weight XXXX			
Month - Days 99 Mo 2 Days				DEROS				DOR 19971001 20000401				EFMP Dt #Cmd Sponsored 0			
Date Dependents Arrived OS XXXX				DLAB				DOR SGM - CSM				Physical Category XXXX APFT P/F Dt XXXX			
PMOS 25B SGI 0				SECTION VI - Military Education				SECTION VII - CIVILIAN Education				Last Physical Exam 20040602 MMRB Results/Dt XXXX			
SMOS 88M PDSI/YRMO /				MEL/MES BNCOC/GRADUATED				Level Completed 3 YR COLL DESG 60 OR MORE SEM HRS COL CRED Yr 1999				Home of Record XXXX			
Bonus MOS XXXX ASI 00				Course Year				Institution XXXX Yr XXXX				Mailing Address XXXX			
Bonus Enlist Elig Dt XXXX				SYS ADMINTWK MGR SCTY 2003				Discipline XXXX Yr XXXX				Mil Spouse SSN/MPC XXXX			
Promotion Points/YRMO XXXX				BASIC NCO CRS (BNCOC) 2003				Number Of Semester Hours Completed 111				Svc Comp / DoC XXXX			
Prev Promotion Points/YRMO XXXX				INFO ASSURANCE CRT PRG 2002				Course Name Dt Certified Dt Expires				Emergency Date / Verified Date XXXX			
Prom Seq# XXXX Prom Select Dt XXXX				SUPPORT OP CRS PHASE I 2000				SECTION VIII - Awards and Decorations				SECTION X - Remarks			
Promotion MOS XXXX				MANAGER DEV CRS 2000				MSM 1				HIV YRMO XXXX			
ASVAB Test # / Dt ASVAB17 / 19950301				DEFENSE REUTILIZ MKT 2000				ARCOM 3				RGMFL AFL XXXX			
GT XX ELEC XX FOOD XX TECH XX				SUPERVISOR DEV 2000				AAM 10				Date Last Photo XXXX			
ADMIN XX FA XX COMMO XX				ACTION OFCR DEVP CRTS 2000				JMUA 1							
CMBT XX MECH XX MAINT XX				DEF DIST MGT CRS 2000				CGMUC 1							
Delay Separation Reason XXXX				PROTEC SEC & CONF DOCS 2000				AGCM 3							
AEA / Dt XXXX				COMBAT LIFE SAVERS CRS 1997				NDSM 2							
Flag Code				PRIMARY LDRSHIP DEV CRS 1997				KDSM 1							
XXXX XXXX XXXX				Correspondence Courses				HSM 1							
Total # of Hours 626								NOPSOR 2							
Date of Loss XXXX				SECTION IX - Assignment Information				ASR 1							
Date of Last PCS XXXX				ASGT FROM MO UNIT NO ORGANIZATION STATION LOC COMD DUTY TITLE DMOS ASI LANG				OSR 1							
Date of Last NCSER XXXX								CGSOR 1							
PROJ								MOVSM 1							
Current 20051003				W6ED41 ISA EREC INDIANAPO				MP NCOIC SOFTWARE BR 25B40 00 YY							
1st Prev 20050201				W6ED41 ISA EREC INDIANAPO				MP NCOIC SOFTWARE BRANCH 25B40 00 YY							
2nd Prev 20041020				W6ED41 ISA EREC INDIANAPO				MP INFO SYS SUPV 25B40 00 YY							
3rd Prev 20031002				W6ED41 ISA EREC INDIANAPO				MP SR INFO SYS MGR 74B30 00 YY							
4th Prev 20021004				W6ED41 AUTOMATION EREC INDIANPLS				MP INFO SYS SUPV 74B30 00 YY							
5th Prev 19990601				40 HHC 7TH ID FT CARSON				FC COM GENERAL'S DRIVER 88M30 00 YY							
6th Prev 19980203				16 2ND TRANS CO FT CARSON				FC HVY WHL VEH OPR 88M20 00 YY							
7th Prev 19970801				6 728TH MP BN HHD KOREA				P8 DETACHMENT/TRNG NCO 95B20 00 YY							
8th Prev 19970123				6 728TH MP BN HHD KOREA				P8 VEHICLE DRIVER 88M10 00 YY							
9th Prev 19960415				9 704TH MSB AUC TEAM B CO 704TH MSB FT CARSON				FC MOTOR TRANSPORT OPR 88M10 00 YY							
10th Prev 19950313				13				FC MOTOR TRANSPORT OP 88M10 00 YY							
11th Prev															
12th Prev															
13th Prev															
14th Prev															
15th Prev															
16th Prev															

Section IX - Assignment History -Maximum of 20 assignments reflected by a change in organization (to include deployments), duty title or duty MOS.

Current- current assignment; the unit number and organization cannot be changed for the current assignment only the duty title and from date can be adjusted or changed.
From- Date assigned to current unit or position.

MO- # Months in assignment

Unit No.- This will be the first four characters of the Unit identification code (UIC) for TDA units. For MTOE units a four digit numerical unit designation will be used; i.e. 0003 for 89th MP Bde

Organization- Description of unit of assignment. 19 Characters maximum (current cannot be changed).

Station- Post, camp, station or city of assignment; this will always be the home station of the unit and will not change if/when the unit deploys. It will only read an overseas location if a unit's home station is there, not for TCS deployments such as OIF, AEF,

AND.

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ENLISTED RECORD BRIEF

BRIEF DATE 20060306	NAME	RANK - DOR 1	PMOS 25B	SSN	COMPONENT REGULAR
SECTION I - Assignment Information		SECTION II - Security Data		SECTION III - Service Data	
OS/Deployment Combat Duty	#S - 1	PSI Status XXXX	Fld Det PS Stat XXXX	RASD 19941023	PERD XXXX

Section IX - Assignment History - LOC- Location of assignment

COMD- Two letter code representing the major command of assignment.

Duty title- This will be the duty position held during the time period of the assignment as found on the units MTOE or TDA document. Duty titles recorded should match the duty title on the Evaluation for the same period. The duty title may be abbreviate to fit into the allotted space. Duty title will reflect deployments IAW MILPER MSG 09-183. For a deployed Soldier the duty title will annotate FWD and two digit country code i.e. Platoon Leader FWD (IZ) ; this is the only place where TCS deployments will be annotated in Section IX.

DMOS - Duty MOS during the assignment. Same rules apply as for duty title.

Date of last NCOER- This will be the thru date of the last NCOER for the Soldier posted to the interactive web response system (IWRIS).

Date of Loss XXXX	Date of Last PCS XXXX		SECTION IX - Assignment Information					Date of Last NCOER XXXX			
ASGT	FROM	MO	UNIT NO	ORGANIZATION	STATION	LOC	COMD	DUTY TITLE	DMOS	ASI	LANG
PROJ	Current	20051003	W6ED41	ISA EREC	INDIANAPO	XXXX	MP	NCOIC SOFTWARE BR	25B40	00	
1st Prev	20050201	8	W6ED41	ISA EREC	INDIANAPO	XXXX	MP	NCOIC SOFTWARE BRANCH	25B40	00	YY
2nd Prev	20041020	3	W6ED41	ISA EREC	INDIANAPO	XXXX	MP	INFO SYS SUPV	25B40	00	YY
3rd Prev	20031002	12	W6ED41	ISA EREC	INDIANAPO	XXXX	MP	SR INFO SYS MGR	74B30	00	YY
4th Prev	20021004	12		AUTOMATION EREC	INDIANPLS	XXXX	MP	INFO SYS SUPV	74B30	00	YY
5th Prev	19990601	40		HHC 7TH ID	FT CARSON	XXXX	FC	COM GENERAL'S DRIVER	88M30	00	YY
6th Prev	19980203	16		2ND TRANS CO	FT CARSON	XXXX	FC	HVY WHL VEH OPR	88M20	00	YY
7th Prev	19970801	6		728TH MP BN HHD	KOREA	XXXX	P8	DETACHMENT/TRNG NCO	95B20	00	YY
8th Prev	19970123	6		728TH MP BN HHD	KOREA	XXXX	P8	VEHICLE DRIVER	88M10	00	YY
9th Prev	19960415	9		704TH MSB AUG TEAM	FT CARSON	XXXX	FC	MOTOR TRANSPORT OPR	88M10	00	YY
10th Prev	19950313	13		B CO 704TH MSB	FT CARSON	XXXX	FC	MOTOR TRANSPORT OP	88M10	00	YY
11th Prev											
12th Prev											
13th Prev											
14th Prev											
15th Prev											
16th Prev											
17th Prev											
18th Prev											
19th Prev											
20th Prev											
21st Prev											
22nd Prev											
23rd Prev											
24th Prev											

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ENLISTED RECORD BRIEF																																		
BRIEF DATE 20060306					NAME					RANK - DOR 1					PMOS 25B			SSN			COMPONENT REGULAR													
SECTION I - Assignment Information										SECTION II - Security Data										SECTION III - Service Data										SECTION IV - Personal/Family Data				
OS/Deployment Combat Duty										PSI Status XXXXX Fld Det PS Stat XXXXX										BASD 19941023 PEBD XXXXX BESD XXXXX										Date of Birth 19730720 Birthplace XXXXX				
Start-End Date CT MOTS TT										PSI Invest INIT XXXXX										ETS XXXXX DIEMS XXXXX Reel Elig/Profil XX										Country of Citz XXXXX Sex/Race XXXXX				
19970123-19980116 KS 12 3 5 O										PSI Invest Compl XXXXX										# Days Lost AGCM Dt XXXXX AGCM Elig Dt XXXXX										No of Dependent Adults/Children XXXXX Religion XXXXX				
19950523-19951122 CU 6 1 1 O										SECTION V - Foreign Language										DOR 19971001 20000401 19941202										Marital Status XXXXX Spouse Birthplace/Citz XXXXX				
C 0 0										Language Read Listen Speak										DOR 19971001 20000401 19941202										PULHES 111111 Height/Weight XXXXX				
O 1 6																				DOR 19971001 20000401 19941202										EFMP Dt #Cmd Sponsored 0				
R 1 12																				DOR 19971001 20000401 19941202										Physical Category XXXXX APFT P/F Dt XXXXX				
TOT: 18																				DOR 19971001 20000401 19941202										Last Physical Exam 20040602 MMRB Results/Dt XXXXX				
Dwell Time DEROS																				SECTION VII - CIVILIAN Education										Home of Record XXXXX				
Start 19980116 DROS																				Level Completed 3 YR COLL Yr 1999										Mailing Address XXXXX				
Month - Days 99 Mo 2 Days 19980202																				DESG 60 OR MORE SEM HRS COL CRED Yr 1999										Mil Spouse SSN/MPC XXXXX				
Date Dependents Arrived OS XXXXX										DLAB										Institution XXXXX Yr XXXXX										Emergency Data Verified Date XXXXX				
PMOS 25B SGI 0										SECTION VI - Military Education										Institution XXXXX Yr XXXXX										Sve Comp / DoC XXXXX				
SMOS 88M PDS/YRMO /										MEL/MES BNCOC/GRADUATED										Institution XXXXX Yr XXXXX										Date Last Photo XXXXX				
Bonus MOS XXXXX ASI 00										Course Year										Number Of Semester Hours Completed 111														
Bonus Enlist Elig Dt XXXXX										SYS ADMNTWK MGR SCTY 2003										Technical Certification														
Promotion Points/YRMO XXXXX										BASIC NCO CRS (BNCOC) 2003										Course Name Dt Certified Dt Expires														
Prev Promotion Points/YRMO XXXXX										INFO ASSURANCE CRT PRG 2002																								
Prom Seq# XXXXX Prom Select Dt XXXXX										SUPPORT OP CRS PHASE I 2000																								
Promotion MOS XXXXX										MANAGER DEV CRS 2000																								
ASVAB Test # / Dt ASVAB17 / 19950301										DEFENSE REUTILIZ MKT 2000																								
GT XX ELEC XX FPOS XX TECH XX										SUPERVISOR DEV 2000																								
ADMIN XX FA XX COMMO XX										ACTION OFCR DEVPT CRS 2000																								
CMBT XX MECH XX MAINT XX										DEF DIST MGT CRS 2000																								
Delay Separation Reason XXXXX										PROTEC SEC & CONF DOCS 2000																								
AEA / Dt XXXXX										COMBAT LIFE SAVERS CRS 1997																								
Flag Code XXXXX Flag Start Dt XXXXX Flag Expiration Dt XXXXX										PRIMARY LDRSHIP DEV CRS 1997																								
										Correspondence Courses																								
										Total # of Hours 626																								
Date of Loss XXXXX										SECTION IX - Assignment Information										Date of Last NCOER XXXXX														
ASGT FROM MO UNIT NO ORGANIZATION STATION LOC COMD DUTY TITLE DMOS ASI LANG																																		
PROJ Current 20051003 W6ED41 ISA EREC INDIANAPO XXXXX MP NCOIC SOFTWARE BR 25B40 00 YY																																		
1st Prev 20050201 8 W6ED41 ISA EREC INDIANAPO XXXXX MP NCOIC SOFTWARE BRANCH 25B40 00 YY																																		
2nd Prev 20041020 3 W6ED41 ISA EREC INDIANAPO XXXXX MP INFO SYS SUPV 25B40 00 YY																																		
3rd Prev 20031002 12 W6ED41 ISA EREC INDIANAPO XXXXX MP SR INFO SYS MGR 74B30 00 YY																																		
4th Prev 20021004 12 W6ED41 AUTOMATION EREC INDIANPLS XXXXX MP INFO SYS SUPV 74B30 00 YY																																		
5th Prev 19990601 40 HHC 7TH ID FT CARSON XXXXX FC COM GENERAL'S DRIVER 88M30 00 YY																																		
6th Prev 19980203 16 2ND TRANS CO FT CARSON XXXXX FC HVY WHL VEH OPR 88M20 00 YY																																		
7th Prev 19970801 6 728TH MP BN HHD KOREA XXXXX P8 DETACHMENT/TRNG NCO 95B20 00 YY																																		
8th Prev 19970123 6 728TH MP BN HHD KOREA XXXXX P8 VEHICLE DRIVER 88M10 00 YY																																		
9th Prev 19960415 9 704TH MSB AUG TEAM FT CARSON XXXXX FC MOTOR TRANSPORT OPR 88M10 00 YY																																		
10th Prev 19950313 13 B CO 704TH MSB FT CARSON XXXXX FC MOTOR TRANSPORT OP 88M10 00 YY																																		
11th Prev																																		
12th Prev																																		
13th Prev																																		
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20th Prev																																		
21st Prev																																		
22nd Prev																																		
23rd Prev																																		
24th Prev																																		

Section X - Remarks

HIV YRMO - Date of last HIV Test

RGMT AFL- regimental affiliation

Date Last Photo- YYYYMM of last photo that is on file.

If named Soldier Printed, will show DA Photo

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Marital Status and number of dependents must match DD93/SGLV and LES

ENLISTED RECORD BRIEF																																																																																																																																																																																																																																																																																																																																						
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Deployment Combat Duty Start-End Date: 9970123-19980116 9950523-19951122 CT: KS 12 3 S CU: 6 1 O #S: 1 #M: 0 #O: 0 #R: 12 TOT: 18					PSI Status: XXXXX PSI Invest: XXXXX PSI Det PS Stat: XXXXX PSI Invest Com: XXXXX					BASD: 19941023 ETS: XXXXX #Days Lost: XXXXX PV/T: PV2 PV2: 19920308 SSG: 19931103 SFC: 19941202 MSG-1SG					Date of Birth: 19730720 Birthplace: XXXXX Country of Citz: XXXXX Sex/Race: XXXXX No of Dependent Adults/Children: XXXXX Religion: XXXXX Marital Status: XXXXX Spouse Birthplace/Citz: XXXXX Height/Weight: XXXXX # of Sponsored: 0																																																																																																																																																																																																																																																																																																																							
Dwell Time: 9980116 Start: 9980116 Month - Days: 99 Mo 2 Days DROS: 19980202					SECTION V - Foreign Language Language: _____ Read: _____ Listen: _____ Speak: _____					SECTION VII - CIVILIAN Education Level Completed: 3 YR COLL DESG: 60 OR MORE SEM HRS COL CRED Institution: _____ Discipline: _____ Institution: _____ Discipline: _____ Number Of Semester Hours: _____ Technical Course Name: _____					PULHES: 111111 Physical Category: XXXXX Last Physical Exam: 20040602 Home of Record: XXXXX Mailing Address: XXXXX Mil Sp: XXXXX Svc C: XXXXX Emerg: XXXXX SECTION X - Remarks HIV YRMO: XXXXX RGMT AFL: XXXXX Date Last Photo: XXXXX																																																																																																																																																																																																																																																																																																																							
SECTION VI - Military Education DLAB: _____ MEL/MES: BNCOC/GRADUATED Course: _____ Year: _____ Correspondence Courses: _____ Total # of Hours: 626					SECTION VIII - A MSM: 1 ARCOM: 3 RAM: 10 JAMA: 1 CGMUC: 1 AGCM: 3 NDSM: 2 KDSM: 4 ISM: 1 WOPDR: 2 ASR: 1 CSR: 1 CGSOR: 1 MOVSM: 1 GWTSM: 1 DRVMECH: 1					SECTION IX - Assignment Information Date of Loss: XXXXX Date of Last PCS: XXXXX Date of Last NCOER: XXXXX																																																																																																																																																																																																																																																																																																																												
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Significant number of deployment s and low dwell time may be indicators of high risk

Security Clearance Current - 5yrs if not inform the commander and have officer see S2.

If DOR goes backwards in time, then have a discussion with the officer and confirm with the commander.

PUHLES if not 111111 inform the commander

All on OMPF/Photo

ORB Guide

Top line provides officer's branch, rank, name, component, social security number, and date of rank.

ORB TYPE		BRIEF DATE		FUNCTIONAL CATEGORY		DESIG DATE		CNTL BRANCH		AD GRADE-ADOR		SSN		NAME																																																	
2900		20111213		MANEUVER FIRES AND EFFECTS		20061206		BR DTLEXPRES		RA		MAJ		20070301																																																	
<div> <div> SECTION I - Assignment Information OVERSEAS/DEPLOYMENT/COMBAT DUTY <table border="1"> <tr> <th>End Date</th> <th>CT</th> <th>MO</th> <th>S</th> <th>T</th> <th>NUMBER OF TOURS</th> </tr> <tr> <td>20110812</td> <td>IZ</td> <td>12</td> <td>1</td> <td>C</td> <td>Short- 1 Long- 0</td> </tr> <tr> <td>20040310</td> <td>IZ</td> <td>11</td> <td>1</td> <td>C</td> <td>DROS DEROS</td> </tr> <tr> <td colspan="2"></td> <td colspan="2">20101222</td> <td colspan="2">NA</td> </tr> <tr> <td colspan="6">eMILPO Tour Data</td> </tr> <tr> <td colspan="6">CST- 2 OPN- 0 RES- 0</td> </tr> <tr> <td colspan="2">Dwell Start</td> <td colspan="4">20110812</td> </tr> <tr> <td colspan="2">Dwell Mo-Days</td> <td colspan="4">4Mo 3D</td> </tr> </table> </div> <div> SECTION II - Security Data INVEST SSB DTEINV 20090911 DTPSCG 20090922 CLNC 20090911 </div> <div> SECTION III - Service Data BASD 19980530 Current PPN D5 Ead Current Tour 19980530 Basic Date of Apt 19980530 Cohort Yr Gp FY1997 Source of Orig Apt USMA Mo/Days Afcs 172011 Mo/IAs 172 Type of Orig Apt USAR Curr Svc Agrmt/Expr Date 20140523 Date of Proj/Mand Ret VOL INDEF 2LT-W01 1LT-CW2 CPT-CW3 MAJ-CW4 PDOR 19980530 19991130 20011201 20070301 LTC-CW5 COL BG MG PDOR TDOR LTG GEN </div> <div> SECTION IV - Personal/Family Data Date of Birth Birthplace Country of Cit Sex/Relcat No of Dependent Adults/Children Religion METH-PROT-CH Marital Status Spouse Birthplace/Cit MARRIED COLORADO/US Pulhes/Date Height/Weight 111111/2010823 70/175 Home of Record at Ead TEXAS Mailing Address </div> </div>																End Date	CT	MO	S	T	NUMBER OF TOURS	20110812	IZ	12	1	C	Short- 1 Long- 0	20040310	IZ	11	1	C	DROS DEROS			20101222		NA		eMILPO Tour Data						CST- 2 OPN- 0 RES- 0						Dwell Start		20110812				Dwell Mo-Days		4Mo 3D			
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Dwell Start		20110812																																																													
Dwell Mo-Days		4Mo 3D																																																													

SECTION I
Assignment Information will give let you know if officer has been deployed, how long, and number of times. Maximum six most recent overseas tours (AR 614-30). For officers/WOs with prior enlisted service, overseas tours as enlisted will be shown. Dwell time should reflect 0 Mo 0 D while SM is deployed.
Skills- This section reflects an officer's additional skill identifiers (ASI) i.e

SECTION II
Security data-all officers must have a security if they do not, inform the Commander.

Qual	Aircraft	Qual	Aircraft	Qual

SECTION IX-Assignment Information

IN	STATION	LO
FACILITY FACILITY	FT HOOD	1
	FT HOOD	1
	FT HOOD	1
	FT HOOD	5
	W POINT	1
	W POINT	1
	FT HOOD	5
	FT HOOD	5
	FT HOOD	5
	FT HOOD	5
FT CARSON	5	
FT CARSON	5	
FT CARSON	5	
FT CARSON	5	

SECTION III Service data will let you know the day the officer joined the Army, the year he/she commissioned, the type of commission and the date of rank each time the officer was promoted. BASD- Basic active service date, this date establishes the beginning of creditable service for retirement purposes (a DA 1506 with supporting documents submitted through finance is required to change this data). Cohort Yr Gp- Fiscal year entered service as an officer/warrant officer. MO Days AFCS- Active service as an officer (months/days) computed to the end of the fiscal year. MO AFS- Total active duty (includes enlisted time) (months/days) computed to the end of the fiscal year. CURR SVC AGRMT/Expr Date- (USAR) Date individuals incurred service expires not applicable to RA officers. It important to look at rank to know if an officer is on track for promotion or passed

ORB Guide

US ARMY MIL										OFFICER RECORD BRIEF										AR600-8-104										CMAAOF- R1																			
ORB TYPE		BRIEF DATE		FUNCTIONAL CATEGORY		DESIG DATE		CMTL BRANCH		AR		COMPONENT		AD GRADE/ADJ		SSN		NAME		DATE OF BIRTH		BIRTHPLACE		SEX/REDOAT		COUNTRY OF CIT		NO OF DEPENDENT ADULTS/CHILDREN		RELIGION		MARITAL STATUS		SPOUSE BIRTHPLACE/CIT		PULHES/DATE		HEIGHT/WEIGHT		HOME OF RECORD AT EAD		MAILING ADDRESS							
2900		20111213		MANEUVER FIRES AND EFFECTS		20061206		BR DTU/EXPIRES		RA		MAJ		20070301								TEXAS		M		US		01/02		METH-PROT-CH		MARRIED		COLORADO/US		111111/20110823		70/170		TEXAS									
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OVERSEAS / DEPLOYMENT / COMBAT DUTY										INVEST SSB										BASD										EAD CURRENT TOUR																			
End Date CT MO Y T										DTEINV										Current PPN										Ead Current Tour																			
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DROS										Mo/Days Afcs										Mo/Afs										Type of Orig Apt																			
20101222										NA										17201										172										USAR									
eMILPO Tour Data										Language										L S R YMPTL										Date of Proj/Mand Ret																			
CBT- 2 OPN- 0 RES- 0																																																	
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Date Dependents Arrived OS										DLAT 112										PDOR										LTC-CW5																			
Career Field Information - Commissioned/AMEDD/Warrant																				PDOR										COL																			
BR Code/MedMos/Imos										50% CSC/ILE GRAD										TDOR										LTG																			
19																														GEN																			
BRACOC/MedMos/Imos Sq										Course										LEVEL COMPLETED										MASTERS																			
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Skills										ILE COMMON CORE										INSTITUTION										NC, U NC, CHAPEL HILL																			
5K 5P 5X 6P										2010										DISCIPLINE										HISTORY																			
Basic Branch/PMOS										2002										INSTITUTION										NY, USMA, WEST POINT																			
ARMOR										2002										DISCIPLINE										HISTORY																			
Functional Area SMOS										AR BOLL										INSTITUTION										BS A YR 1999																			
Career Track										MSTR FITNESS TRNR CRS										DISCIPLINE																													
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X Branch																				DISCIPLINE																													
Primacy																				SECTION VIII - Awards and Decorations																													
Prev Branch/MOS																				BSM- 2 GWOTE- 1																													
Prev Functional Area																				MSM- 2 GWOTE- 1																													
59																				ARCOM- 5 ASR- 1																													
Control Career Management Field																				AAM- 2 OSR- 2																													
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Projected Career Management Field																				NDSM- 2 PRICHTAD-																													
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AVIATOR QUALIFICATIONS																																																	
JASD																																																	
Pilot Status																																																	
Rating Date																																																	

SECTION IV Personal/Family Data- will let you know date of birth, birthplace, gender/race, **number of adult and child dependents**, **marital status**, spouse's date of birth, PULHES, height/weight, home of record and **mailing address (mailing address should be the same as dependent addresses unless the officer is a geographical bachelor)**. All data in red font must be the same on their DD93/SGLV, LES.

No. (#) dependent adults/children- Dependents must be enrolled in DEERS before they can be added. The dependents enrolled in DEERS should be the same number of spouse and/or child(ren) on the officer's DD93 and SGLV. If not, you should ask the officer why it is different and does he/she need to make any changes.

Spouse birthplace/city- This will be a state and US or country if born outside of US; i.e., Michigan/US or Germany.

Mailing address- Officer's current mailing address; not the unit address; however, overseas officers may use APO/FPO unit addresses. The mailing address on the ORB and DD3955 need to match.

PUHLES= (P= physical capacity, U= upper extremities, L= lower extremities, H= hearing, E= eyes, S= psychiatric) This data is updated via MEDPROS. If not each category is not a "1" across, see if the commander is tracking that officer may have a profile, MMRB, or MEB.

ORB Guide

US ARMY MIL										OFFICER RECORD BRIEF										AR600-8-104 CMAAOF- R1																																																	
ORB TYPE 2900		BRIEF DATE 20111213		FUNCTIONAL CATEGORY MANEUVER FIRES AND EFFECTS		DESIG DATE 20061206		CNTL BRANCH AR		COMPONENT RA		AD GRADE-ADOR MAJ		SSN 20070301		NAME																																																					
SECTION I - Assignment Information										SECTION II - Security Data										SECTION III - Service Data										SECTION IV - Personal/Family Data																																							
OVERSEAS/DEPLOYMENT / COMBAT DUTY										INVEST S9BI										BASD 19980530										Current PPN D6										Ead Current Tour 19980530										Date of Birth										Birthplace									
End Date CT MO Y T										DTEINV 20090611 DTPSCG 20090622										Basic Date of Apt 19980530										Cohort Yr Gp FY 1997										Source of Orig Apt USMA										Country of Cit US										Sex/Redcat M /WHITE,NOT HISP									
20110812 IZ 12 1 C										Short- 1 Long- 0										Mo/Days Afos 17201										Mo/Afs 172										Type of Orig Apt USAR										No of Dependent Adults/Children 01/02										Religion METH-PROT-CH									
20040310 IZ 11 1 C										DROS DEROS										Language										L S R YMPTL										Date of Proj/Mand Ret										Marital Status MARRIED										Spouse Birthplace/Cit COLORADO/US									
20101222										NA																																																											
eMILPO Tour Data																																																																					
CBT- 2 OPN- 0 RES- 0																																																																					
Dwell Start 20110812																																																																					
Dwell Mo-Days 4Mo 3D																																																																					
Date Dependents Arrived OS										DLAT 112																																																											
Career Field Information - Commissioned/AMEDD/Warrant																																																																					
BR Code/MedMos/1Pmos 19										Fncti Area/MedMos/2Smos 19																																																											
BRAOC/MedMos/3Pmos Sq A										Fncti Aoo/3Smos SQI																																																											
Skills 5K 5P 5K 6P																																																																					
Basic Branch/PMOS ARMOR																																																																					
Functional Area SMOS																																																																					
Career Track X Single Dual																																																																					
Primacy X Branch Functional Area																																																																					
Prev Branch/MOS																																																																					
Prev Functional Area 59																																																																					
Control Career Management Field 02A00																																																																					
Projected Career Management Field 19200																																																																					
Geographic Orientation																																																																					
ASGT																																																																					
FROM MO UNIT NO ORGANIZATION STATION LOC COMD DUTY TITLE DMOS																																																																					
PROJ																																																																					
Current 20110823 0003 AR SQ 01 HHT FT HOOD 1 TX FC SQDN EXECUTIVE OFFICER 19A000000																																																																					
1st Prev 20110101 08 0003 HQ, 1/3 ACR FT HOOD 1 TX FC SQDN OPS OFFICER FWD(IZ) 19A000000																																																																					
2nd Prev 20100821 04 0003 HQ, 3D ACR FT HOOD 1 TX FC REGIMENTAL PLNR FWD (IZ) 19C000000																																																																					
3rd Prev 20100504 04 0003 HQ, 3D ACR FT HOOD 5 TX FC REGIMENTAL PLANNER 19C000000																																																																					
4th Prev 20090615 10 WIFB HQ, USMA STAFF & FACULTY W POINT 1 NY MA ASSISTANT PROFESSOR 01A005000																																																																					
5th Prev 20070615 24 WIFB HQ, USMA STAFF & FACULTY W POINT 1 NY FA INSTRUCTOR 01A005000																																																																					
6th Prev 20040310 14 0010 A TRP, 1-10 CAV FT HOOD 5 TX FC TROOP COMMANDER 19C000000																																																																					
7th Prev 20030525 10 0010 A TRP, 1-10 CAV FT HOOD 5 TX FC TROOP COMMANDER FWD (IZ) 19C000000																																																																					
8th Prev 20030327 02 0004 HHC, 4ID (M) FT HOOD 5 TX FC ASST TRNG OFF FWD (IZ) 19A000000																																																																					
9th Prev 20020525 09 0004 HHC, 4ID (M) FT HOOD 5 TX FC ASST TRNG OFF 19A0 0000																																																																					
10th Prev 20010821 04 0068 HHC, 1-68 AR FT CARSON 5 CO FC BATTALION S4 128000000																																																																					
11th Prev 20011201 02 0068 C CO, 1-68 AR FT CARSON 5 CO FC CO EXECUTIVE OFFICER 128003M00																																																																					

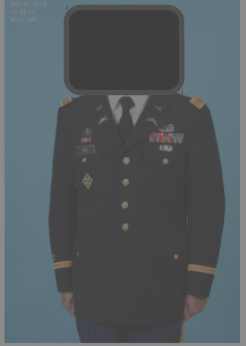
SECTION V Foreign Language - Foreign languages that the officer has or had proficiency in; requires DA Form 330 to add or change. Listen/Speak/Read- date. YMPTL- Year and month last tested

SECTION VI Top line of section VI is the officers MEL/MES (military education level/status)- Highest military education level achieved for career development. Example entries include: ILE GRAD, CCC GRAD, OBC GRAD, and WOADV GRAD. Military education- Course name/year, maximum of 10 schools/courses recorded in this block. Should include all courses attended while as an officer and/or those attended as an enlisted Soldier which are open to both enlisted Soldiers and officers. NCOES does not go on your ORB. All courses must be 40hrs or more.

SECTION VII Level completed- Highest civilian education level completed. Accredited school ,official transcripts are required for updating. Display examples: associates, bachelors, masters. Only branch managers can enter degrees above the level of a bachelors for officers. Institution/discipline/degree/program source code/YR- Degree completion information, comes from official transcripts.

CMAAOF- R1

ORB Guide

OFFICER RECORD BRIEF										AR600-8-104		CMAAOF- R1			
ORB TYPE 2900	BRIEF DATE 20111213	FUNCTIONAL CATEGORY MANEUVER FIRES AND EFFECTS		DESIG DATE 20061206	CNTL BRANCH BR DTU/EXPIRES	AR	COMPONENT RA	AD GRADE-ADOR MAJ	SSN 20070301	NAME					
SECTION I - Assignment Information				SECTION II - Security Data			SECTION III - Service Data			SECTION IV - Personal/Family Data					
OVERSEAS/DEPLOYMENT / COMBAT DUTY				INVEST SSB			BASD 19990530			Date of Birth					
End Date CT MO Y T				DTEWV 20000011 DTPSCG 20090922			Current PPN 05			Birthplace TEXAS					
20110812 12 1 C				CENC 20000011			Ead Current Tour 19990530			Country of Cit US					
20040310 12 11 1 C				DEROS 20101222 NA			Ead Short Yr Sp FY 1997			Sex/Race/Religion M /WHITE,NOT HISP					
20101222				Language L S R YMPTL			Mo/Days Afcs 172/01			No of Dependent Adults/Children 01/05					
eMILPO Tour Data				L S R YMPTL			Mo/Afcs 172			Religion METH-PROT-CH					
CBT- 2 OPN- 0 RES- 0				Dwell Start 20110812			Type of Orig Apt USAR			Marital Status MARRIED					
Dwell Mo-Days 4Mo 3D				Curr Svc Agmt/Expr Date VOL INDEF			Date of Prog/Mand Ret			Spouse Birthplace/Cit COLORADO/US					
Date Dependents Arrived OS				DLAT 112			2LT-W01 1LT-CW2 CPT-CW3 MAJ-CW4			Pulses/Date 111111/20110823					
Career Field Information - Commissioned/AMEDD/Warrant				SECTION VI - Military Education			PDOR 19990530			Height/Weight 170/170					
BR Code/MedMos/1Pmos 19				50% CSC/ILE GRAD			LTC-CW5 COL B/G MG			Home of Record at Ead TEXAS					
BRAOC/MedMos/3Pmos Sq A				Course			PDOR			Mailing Address					
Fncd Area/MedMos/2Smos 19				Year			TDOR			SECTION VII - Civilian Education					
Fncd Aoc/Smos SQI				ILE COMMON CORE 2010			LEVEL COMPLETED			MASTERS					
Skills 5K 5P 5X 6P				CAS3 2002			INSTITUTION NC, U NC, CHAPEL HILL			MA A YR 2007					
Basic Branch/PMOS ARMOR				ARMOR MCOC 2002			INSTITUTION DISCIPLINE NY, USMA, WEST POINT			BS A YR 1998					
Functional Area SMOS				AR BOLC 1998			INSTITUTION DISCIPLINE HISTORY			YR					
Career Track X Single Dual				MSTR FITNESS TRNR CRS 1998			SECTION VIII - Awards and Decorations			SECTION X - Remarks					
Primacy X Branch Functional Area				AIRBORNE 1998			BSM- 2 GWOTE- 1			ASST TRNG OFF FWD (IZ)					
Prev Branch/MOS							MSM- 2 GWOTS- 1			ASST TRNG OFF					
Prev Functional Area 59							ARCOM- 5 ASR- 1			BATTALION S4					
Control Career Management Field 02A00							AAM- 2 OSR- 2			CO EXECUTIVE OFFICER					
Projected Career Management Field 19200							VUA- 1 CAB- 1			BATTALION S4					
Geographic Orientation							IDCSM- 2 PRCHTBAD-			TANK PLATOON LEADER					
ASSET							IDCSM- 2								
Pilot Status															
Rating Date															
SECTION IX - Assignment Information										Date of Last PCS 20100504		Date of Last OER 20110822		Org Zip Code 76544	
ASGT	FROM	MO	UNIT NO	ORGANIZATION	STATION	LOC	COMD	DUTY TITLE	DMOS						
PROJ															
Current	20110823		0003	AR SQ 01 HHT	FT HOOD	1 TX	FC	SQDN EXECUTIVE OFFICER	19A000000						
1st Prev	20110101	08	0003	HQ, 1/3 ACR	FT HOOD	1 TX	FC	SQDN OPS OFFICER FWD(IZ)	19A000000						
2nd Prev	20100821	04	0003	HQ, 3D ACR	FT HOOD	1 TX	FC	REGIMENTAL PLNR FWD (IZ)	19C000000						
3rd Prev	20100504	04	0003	HQ, 3D ACR	FT HOOD	5 TX	FC	REGIMENTAL PLANNER	19C000000						
4th Prev	20090915	10	W1FB	HQ, USMA STAFF & FACULTY	W POINT	1 NY	MA	ASSISTANT PROFESSOR	01A005K00						
5th Prev	20070915	24	W1FB	HQ, USMA STAFF & FACULTY	W POINT	1 NY	FA	INSTRUCTOR	01A005K00						
6th Prev	20040310	14	0010	A TRP, 1-10 CAV	FT HOOD	5 TX	FC	TROOP COMMANDER	19C000000						
7th Prev	20030525	10	0010	A TRP, 1-10 CAV	FT HOOD	5 TX	FC	TROOP COMMANDER FWD (IZ)	19C000000						
8th Prev	20030327	02	0004	HHC, 4ID (M)	FT HOOD	5 TX	FC	ASST TRNG OFF FWD (IZ)	19A000000						
9th Prev	20020525	09	0004	HHC, 4ID (M)	FT HOOD	5 TX	FC	ASST TRNG OFF	19A000000						
10th Prev	20010821	04	0068	HHC, 1-68 AR	FT CARSON	5 CO	FC	BATTALION S4	12B000000						
11th Prev	20001201	09	0068	C CO, 1-68 AR	FT CARSON	5 CO	FC	CO EXECUTIVE OFFICER	12B003M00						
12th Prev	20000106	10	0068	HHC, 1-68 AR	FT CARSON	5 CO	FC	BATTALION S4	12B000000						
13th Prev	19990106	12	0068	D CO, 1-68 AR	FT CARSON	5 CO	FC	TANK PLATOON LEADER	12B003M00						
14th Prev															
15th Prev															
16th Prev															
17th Prev															
18th Prev															
19th Prev															

SECTION IV Assignment History- Maximum of 20 assignments reflected by a change in organization (to include deployments), duty title or duty MOS. If an officer had a break in service; his/her prior AD commissioned or warrant officer service can be added to their assignment history. This does not include periods of active duty for training, national guard, reserve, or enlisted time.

Current- current assignment; the unit number and organization cannot be changed for the current assignment only the duty title and from date can be adjusted or changed.

From- Date assigned to current unit or position.

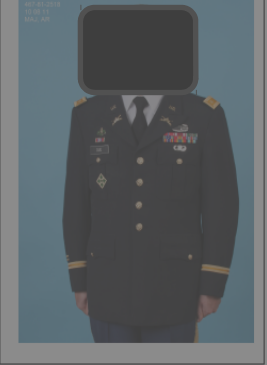
MO- # Months in assignment

Unit No.- This will be the first four characters of the Unit identification code (UIC) for TDA units. For MTOE units a four digit numerical unit designation will be used; i.e. 0003 for 89th MP Bde

Organization- Description of unit of assignment. 19 Characters maximum (current cannot be changed).

Station- Post, camp, station or city of assignment; this will always be the home station of the unit and will not change if/when the unit deploys. It will only read an overseas location if a unit's home station is there not, for TCS deployments such as OIF, AEF, OND

ORB Guide

OFFICER RECORD BRIEF										AR600-8-104		CMAAOF- R1			
US ARMY MIL										OR TYPE		NAME			
BRIEF DATE		FUNCTIONAL CATEGORY		DESIG DATE		CNTL BRANCH		AR		COMPONENT		AD GRADE-ADOR			
20111213		MANEUVER FIRES AND EFFECTS		20061206		BR DTL/EXPIRES		RA		MAJ		20070301			
SECTION I - Assignment Information				SECTION II - Security Data				SECTION III - Service Data				SECTION IV - Personal/Family Data			
OVERSEAS/DEPLOYMENT / COMBAT DUTY				INVEST S9BI				BASD 19990530				Current PPN 19990530			
End Date CT MO Y T				DTEWV 20090611 DTPSCG 20090922				Ead Current Tour 19990530				Date of Birth			
20110812 IZ 12 1 C				CLNC 20090611				Basic Date of Apt 19990530				Country of Cit US			
20040310 IZ 11 1 C				Language L S R YMPTL				Mo/Days Afcs 17201				Sex/Race M /WHITE,NOT HISP			
DROS 1 Long- 0				Mo/Days Afcs 17201				Mo/Afs 172				Type of Org Apt USAR			
20101222 NA				Curr Svc Agmt/Expr Date VOL INDF /20140523				Date of Proj/Mand Ret				No of Dependent Adults/Children 01/05			
eMILPO Tour Data				2LT-W01 1LT-CW2 CPT-CW3 MAJ-CW4				Date of Proj/Mand Ret				Religion METH-PROT-CH			
CBT- 2 OPN- 0 RES- 0				Dwell Start 20110812				PDR 19990530 19991130 20011201 20070301				Marital Status MARRIED			
Dwell Mo-Days 4Mo 3D				Dwell Mo-Days 4Mo 3D				LTC-CW5 COL B/G MG				Spouse Birthplace/Cit COLORADO/US			
Date Dependents Arrived OS				DLAT 112				PDR 19990530 19991130 20011201 20070301				Pulses/Date 111111/20110823			
Career Field Information - Commission/AMEDD/Warrant				SECTION VI - Military Education				PDR 19990530 19991130 20011201 20070301				Height/Weight 70/170			
BR Code/MedMos/1Pmos 19				50% CSC/ILE GRAD				LTC-CW5 COL B/G MG				Home of Record at Ead TEXAS			
BRAOC/MedMos/3Pmos Sq A				Course				TDOR LTG GEN				Mailing Address			
Fncd Area/MedMos/2Smos 19				Year				SECTION VII - Civilian Education				SECTION X - Remarks			
Fncd Aoc/Smos SQI				ILE COMMON CORE 2010				LEVEL COMPLETED				MASTERS			
Skills 5K 5P 5X 6P				CAS3 2002				INSTITUTION NC, U NC, CHAPEL HILL				MA A YR 2007			
Basic Branch/PMOS ARMOR				ARMOR MCCC 2002				INSTITUTION NY, USMA, WEST POINT				BS A YR 1998			
Functional Area SMOS				AR BOLC 1998				INSTITUTION HISTORY				YR			
Career Track X Single Dual				MSTR FITNESS TRNR CRS 1998				SECTION VIII - Awards and Decorations							
Primacy X Branch Functional Area				AIRBORNE 1998				BSM- 2 GWOTE- 1							
Prev Branch/MOS								MSM- 2 GWOTS- 1							
Prev Functional Area 59								ARCOM- 5 ASR- 1							
Control Career Management Field 02A00								AAM- 2 OSR- 2							
Projected Career Management Field 19200								VUA- 1 CAB- 1							
Geographic Orientation								NDSM- 2 PRICHTBAD- 2							
AVIATOR QUALIFICATIONS															
ASED															
Pilot Status Aircraft Qual Aircraft Qual Aircraft Qual Aircraft Qual															
Rating Date															
SECTION IX - Assignment Information										Date of Last PCS 20100504		Date of Last OER 20110822		Org Zip Code 76544	
ASGT	FROM	MO	UNIT NO	ORGANIZATION	STATION	LOC	COMD	DUTY TITLE	DMOS						
PROJ															
Current	20110823		0003	AR SQ 01 HHT	FT HOOD	1 TX	FC	SQDN EXECUTIVE OFFICER	19A000000						
1st Prev	20110101	08	0003	HQ, 1/3 ACR	FT HOOD	1 TX	FC	SQDN OPS OFFICER FWD (IZ)	19A000000						
2nd Prev	20100821	04	0003	HQ, 3D ACR	FT HOOD	1 TX	FC	REGIMENTAL PLNR FWD (IZ)	19C000000						
3rd Prev	20100504	04	0003	HQ, 3D ACR	FT HOOD	5 TX	FC	REGIMENTAL PLANNER	19C000000						
4th Prev	20090915	10	W1FB	HQ, USMA STAFF & FACULTY	W POINT	1 NY	MA	ASSISTANT PROFESSOR	01A005K00						
5th Prev	20070915	24	W1FB	HQ, USMA STAFF & FACULTY	W POINT	1 NY	FA	INSTRUCTOR	01A005K00						
6th Prev	20040310	14	0010	A TRP, 1-10 CAV	FT HOOD	5 TX	FC	TROOP COMMANDER	19C000000						
7th Prev	20030525	10	0010	A TRP, 1-10 CAV	FT HOOD	5 TX	FC	TROOP COMMANDER FWD (IZ)	19C000000						
8th Prev	20030327	02	0004	HHC, 4ID (M)	FT HOOD	5 TX	FC	ASST TRNG OFF FWD (IZ)	19A000000						
9th Prev	20020525	09	0004	HHC, 4ID (M)	FT HOOD	5 TX	FC	ASST TRNG OFF	19A000000						
10th Prev	20010821	04	0068	HHC, 1-68 AR	FT CARSON	5 CO	FC	BATTALION S4	12B000000						
11th Prev	20001201	09	0068	C CO, 1-68 AR	FT CARSON	5 CO	FC	CO EXECUTIVE OFFICER	12B003M00						
12th Prev	20000106	10	0068	HHC, 1-68 AR	FT CARSON	5 CO	FC	BATTALION S4	12B000000						
13th Prev	19990106	12	0068	D CO, 1-68 AR	FT CARSON	5 CO	FC	TANK PLATOON LEADER	12B003M00						
14th Prev															
15th Prev															
16th Prev															
17th Prev															
18th Prev															
19th Prev															

SECTION IV Assignment History con't-

LOC- Location of assignment

COMD- Two letter code representing the major command of assignment.

Duty title- This will be the duty position held during the time period of the assignment as found on the units MTOE or TDA document. Duty titles recorded on the ORB should match the duty title on the officers OER for the same period. The duty title may be abbreviate to fit into the allotted space. Duty title will reflect deployments IAW MILPER MSG 09-183. For a deployed Soldier the duty title will annotate FWD and two digit country code i.e. Platoon Leader FWD (IZ) ; this is the only place where TCS deployments will be annotated in Section IX.

DMOS - Duty AOC during the assignment. Same rules apply as for duty title.

Date of last OER- This will be the thru date of the last OER for the officer posted to the interactive web response system (IWRs).

ORB Guide

Marital Status and number of dependents must match DD93/SGLV and LES

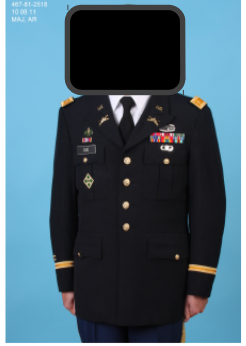
SECTION I - Assignment Information										SECTION II - Security Data										SECTION III - Service Data										SECTION IV - Personal/Family Data																			
End Date CT MO YR 20110812 IZ 12 1 20040310 IZ 11 1										NUMBER OF TOURS Short- 1 Long- 0 DEROS 20101222 NA eMILPO Tour Data CBT- 2 OPN- 0 RES- 0 Dwell Start 20110812 Dwell Mo-Days 4Mo 3D										Security Clearance DTEIWV 20100911 CLNC Language L S R										Service Data BASD 19980530 Current PPN D6 Ead Current Tour 19980530 Basic Date of Apt 19980530 Colort Yr Op FY1997 Source of Orig Apt USMA Date of Orig Apt Proj/Mand Ret MAJ-CW4 20070301 MG										Personal/Family Data Date of Birth Birthplace TEXAS Country of Cit US Sex/Redcat M /WHITE,NOT HISP Religion No of Dependent 0 Meth-PROT-CH Spouse Birthplace/Cit COLORADO/US Height/Weight 70/170 Puhles/Data 111111/20110823 Home of Record at Ead TEXAS Mailing Address									
SECTION V - Foreign Language Language L S R										SECTION VI - Military Education 50% CSC/ILE GRAD Course ILE COMMON CORE CAS3 ARMOR MCCC AR BOLC MSTR FITNESS TRNR CRS AIRBORNE										SECTION VII - Awards and Decorations BSM- 2 GWOTE- 1 MSM- 2 GWOTS- 1 ARCOM- 5 ASR- 1 AAM- 2 OSR- 2 VUA- 1 CAB- 1 NDSM- 2 PRCHTB ICMCS- 2										SECTION VIII - Remarks 1998 1998 1998 INSTITUTION NY USMA, WEST POINT DISCIPLINE HISTORY INSTITUTION BS A YR 1998 DISCIPLINE YR																			
SECTION IX - Career Field Information BR Code/MedMos1/Pmos 19 Fncd Area/MedMos2/Smos BRAOC/MedMos3/Pmos Sq Fncd Aoo/Smos SQI Skills 5K 5K 5K 6P Basic Branch/PMOS Functional Area SMOS Career Track X Single Dual Primacy X Branch Functional Area Prev Branch/MOS Prev Functional Area 59 Control Career Management Field 0A00 Projected Career Management Field 1A Geographic Orientation AVIATOR QUALIFICATIONS ASFD Pilot Status Aircraft Rating Date										SECTION X - Deployment History Date of Last PCS 20100504 ASGT FROM MO UNIT NO PROJ Current 20110823 0003 1st Prev 20110101 08 0003 2nd Prev 20100821 04 0003 3rd Prev 20100504 04 0003 4th Prev 20090615 20 W1FB 5th Prev 20070615 14 W1FB 6th Prev 20040310 14 0010 7th Prev 20030525 10 0010 8th Prev 20030327 02 0004 9th Prev 20020525 09 0004 10th Prev 20010821 04 0068 11th Prev 20001201 09 0068 12th Prev 20000106 10 0068 13th Prev 19990106 12 0068										SECTION XI - Deployment History HQ, USMA STAFF & FACULTY A TRP, 1-10 CAV FT HOOD A TRP, 1-10 CAV FT HOOD HHC, 4ID (M) FT HOOD HHC, 4ID (M) FT HOOD HHC, 1-68 AR FT CARSON C CO, 1-68 AR FT CARSON HHC, 1-68 AR FT CARSON D CO, 1-68 AR FT CARSON										SECTION XII - Deployment History W POINT FT HOOD FT HOOD FT HOOD FT HOOD FT CARSON FT CARSON FT CARSON FT CARSON																			
SECTION XIII - Deployment History DA FORM 4037 RECSTA: G PPA: MK CURUPC: G2LT0 MPCAD: O PSC-CODE: UB04										SECTION XIV - Deployment History LOC COMD DUTY 1 TX FC SQDN EXECUTIVE OFFICER 1 TX FC SQDN OPS OFFICER FWD (IZ) 1 TX FC REGIMENTAL PLNR FWD 5 TX FC REGIMENTAL PLANNER 1 NY MA ASSISTANT PROFESSOR 1 NY MA INSTRUCTOR 5 TX FC TROOP COMMANDER 5 TX FC TROOP COMMANDER FWD (IZ) 5 TX FC ASST TRNG OFF FWD (IZ) 5 TX FC ASST TRNG OFF 5 CO FC BATTALION S4 5 CO FC CO EXECUTIVE OFFICER 5 CO FC BATTALION S4 5 CO FC TANK PLATOON LEADER										SECTION XV - Deployment History 01A005K00 19C000000 19C000000 19A000000 19A0 0000 12B000000 12B003M00 12B000000 12B003M00																													

Significant number of deployments and low dwell time may be indicators of high risk

Security Clearance Current - 5yrs if not inform the commander and have officer see S2.

PUHLES if not 111111 inform the commander

All on OMPF/Photo



SECTION X Remarks

This is the area of the ORB used to annotate additional pertinent information that is not covered in other sections, examples commonly found are:

MO Prior enl svc- # of months of prior enlisted service

Date Last Photo- YYYYMM of last photo that is on file.

Medical certification data, applies to AMEDD officers only.

Enrolled in the MACP (Married Army Couples Program).

Assignment Preferences- X'd out for Promotion Board ORBs.

RGMT AFL- regimental affiliation

THE UNIT COMMANDER'S FINANCE REPORT

(UCFR)

Compare Net
Pay to
Allotments

Verify Status
of any debt.

GR	NAME	SSAN	STATUS	NET PAY	ALMTS	BAQ	BAS	PAY OPT	LV BAL	BAL DUE US	INCEN PAY	ETS	BAH	OHA	COLA	C/M ART 15
E4			ON STATION	3,119.2 1	81.30	W/D	STND	CHEK	60.5	0		141103	76544			2529. 90
E6			ON STATION	1040.63	3,383.4 5	W/D	STND	CHEK	67.5	2,932. 00		250531	76544			
O2			ON STATION	4,753.0 3	110.00	W/D	OFF	CHEK	48.0				76544			
E3			ON STATION	1,474.4 1	0	QTR	STND	CHEK	15			141008				

Legend:

GR - Basic Pay Grade

NAME - Soldiers Name

SSAN - Social Security Account Number

STATUS - MBR Duty Status ON STATION = Present for Duty; AWOL= Absent W/O Leave; DEST= Deserted;

CONF= Confinement; FILD= Filed Duty
NET PAY-Next Month Monthly Net Pay; EM = MBR Paid End of Month Only

ALMTS - Total Of Monthly Allotments
BAQ (BAH on LES) - W/D = With DEP; W/O = Without DEP; QTR = Partial Rebate (Barracks)
*** BAQ Column with "W/O" and no zip code in BAH Column = BAH Differential (MBR Living in barracks and paying child support).

Refer to attached "With - BAQ Diff" entitlement page

BAS - STND = ENLISTED; OFF = OFFICER.
MBRs living in barracks with meal deductions are on "Will meal collection" report

PAY-OPT - CHEK = Checking account; SAVE = Savings account; ADDR = Local Address

LV BAL - Leave Balance at End of Next Month

Compare Quarters Status
(On Post/Off Post/Quarters)
To BAH/BAS type receiving

Will show an amount
if Soldier has an
Article 15

BAL DUE US - Amount Owed or Indebtedness at end of month

INCEN PAY - Yes = MBR receiving incentive pay

ETS - Expiration of Term of Service

BAH - Zip Code of BAH MBR receiving
*** If blank and MBR has "W/O" in BAQ Column = BAH Differential***

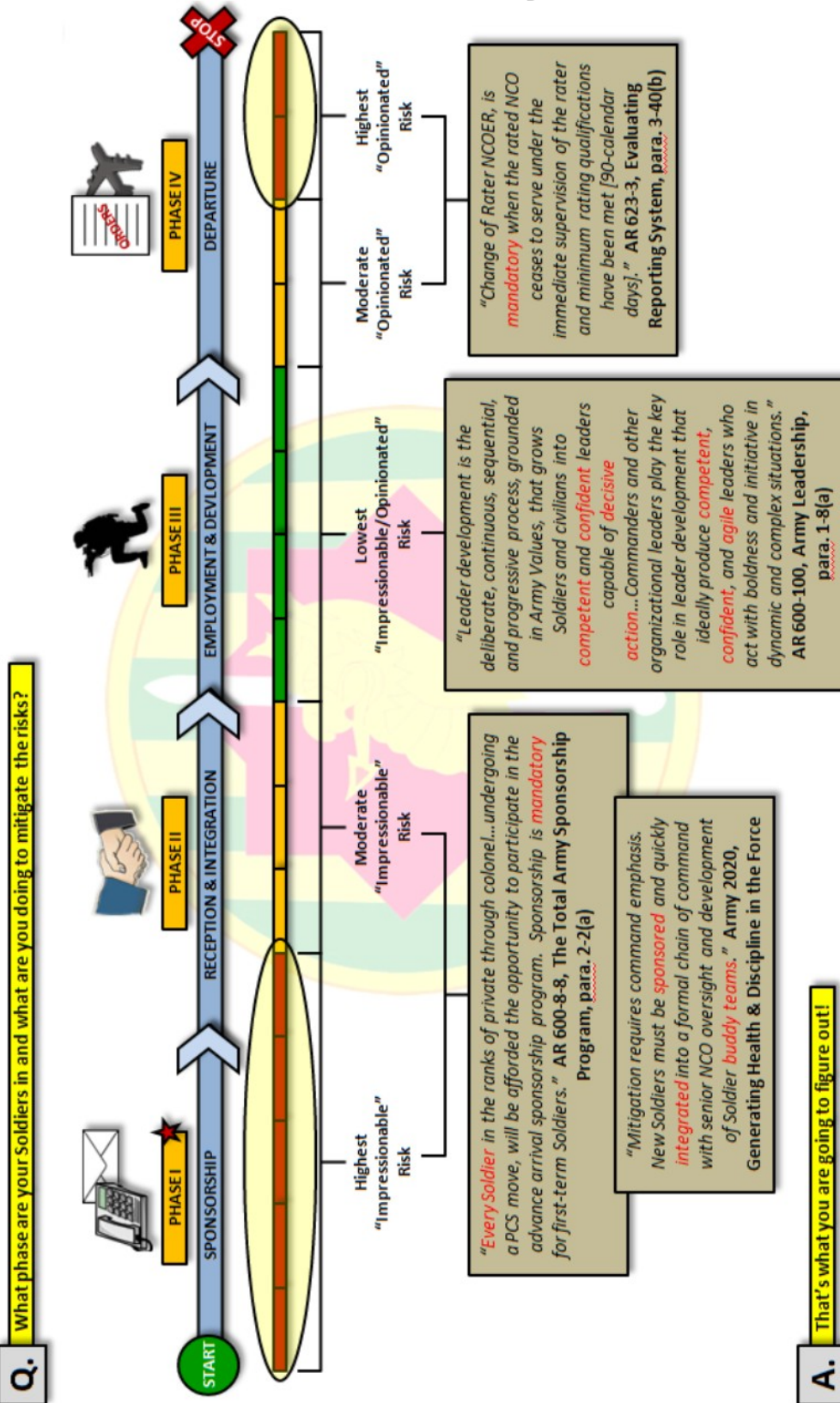
OHA - Overseas Housing Allowance
WD# = With Dep and Number Sharing Rent; W/O = Without DEP

COLA - Cost of Living Allowance. W/O = Without DEP; B/C = Barracks COLA;
WD# = With DEP and the Number of DEP Which COLA is AUTH

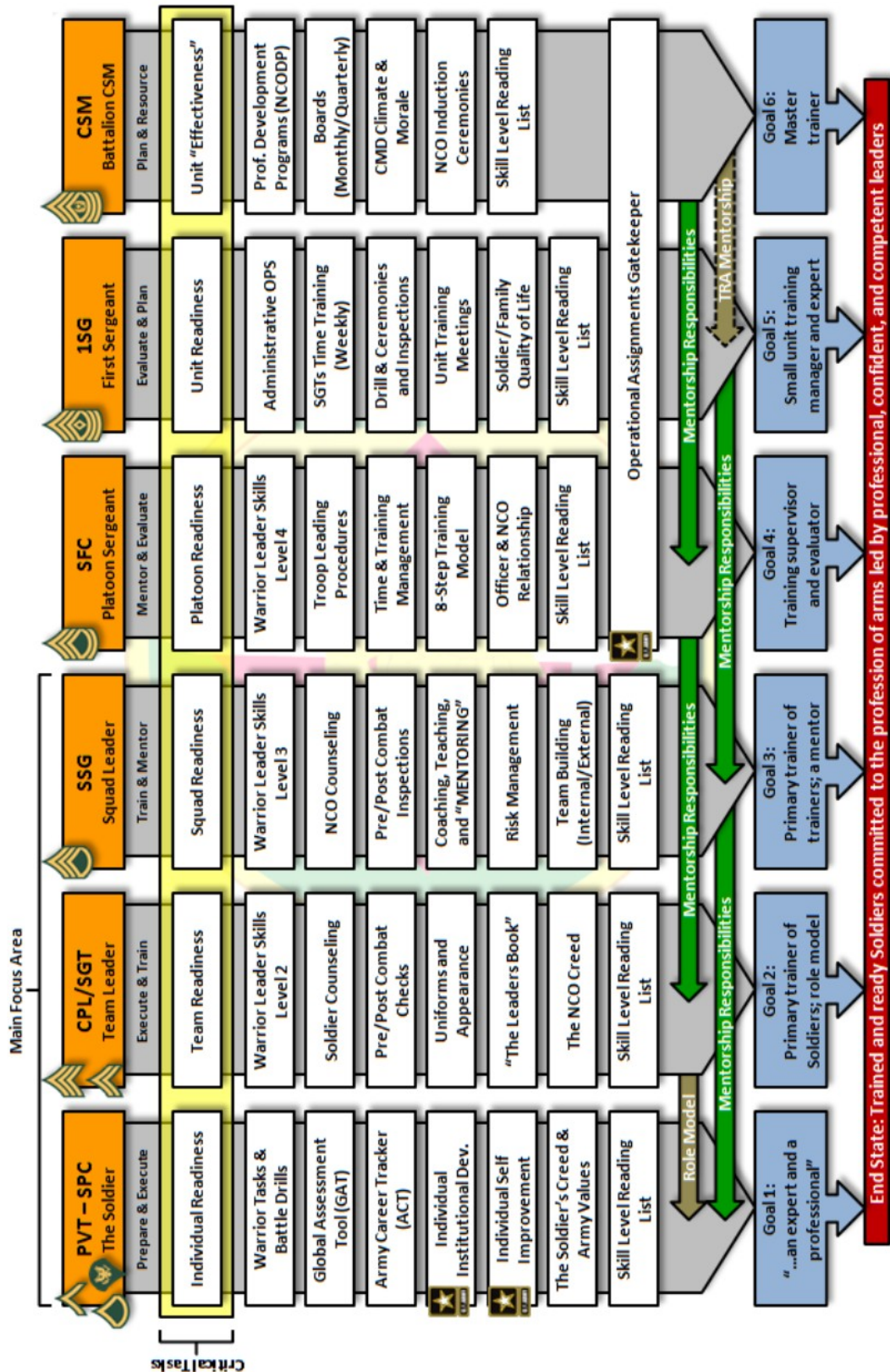
C/M ART 15 - Collection For Court Martial or Article 15

The UCFR is designed to give the unit commander a one line rollup of a Soldier's pay status.

Soldier Life Cycle



NCO Leader Focus Strategy



Harnessing the Knowledge of Peers

No matter how much effort a leader exerts, he may never be able to learn enough about a subordinate. Some subordinates put up a wall between themselves and their leader, making it extremely difficult for leaders to understand them. In these instances, leaders can harness the knowledge of that Soldier's peers. Peers often know more about each other than most leaders ever will. The methods in which leaders harness the knowledge of peers is limited only to that leader's imagination. Below are a few techniques that leaders can use to acquire peer feedback on subordinates:

- Peer survey (see below).
- Ask subordinates to anonymously fill out a note card in regard to a specific query. Example: *"Write down who you think will get in trouble this weekend."*
- Small group discussions.

Peer Survey Questions

Which Soldiers are most likely to get arrested within the next three months?

Which Soldiers are most likely to get hurt during a personal recreational activity?

Which Soldiers is the least responsible Soldiers off-duty?

Which Soldiers are most likely to get in a fight with their spouse/girlfriend?

Which Soldiers are most likely to get in a fight?

Which Soldiers drink too much?

Which Soldiers are most likely to use illegal drugs?

Which Soldiers have financial trouble?

Which Soldiers have recently gotten in trouble off-duty and the chain of command does not know about it but should?

Which Soldiers have behavioral health problems, are not seeking help, and should seek help?

Which Soldiers are most likely to hurt themselves?

Which Soldiers outside of your Platoon do you believe are at risk?

Army Readiness Assessment Program

ARAP is a Web-based initiative that provides battalion-level commanders with data on their formation's readiness posture through five segments:

Process Auditing - Assesses the processes used to identify hazards and correct problems

Reward Systems - Assesses the unit's program of rewards and discipline to reinforce proper behavior and correct risky actions

Quality Control - Places emphasis on high standards of performance

Risk Management - Assesses the health of unit processes

Command and Control - Assesses leadership, communication, and policies as they relate to Composite Risk Management (CRM)

Designed for use by **battalion-sized units**, the program asks several questions of battalion commanders.

Following the survey administration (the assessment phase), the commander receives **one-on-one feedback** on key issues regarding command climate, safety culture, resource availability, workload, estimated success of certain safety intervention programs, and other factors relating to their unit's overall readiness.

USACR/SAFETY CENTER Home Page

Slow connection? Try our lite home page.

Messages from Leadership

KNOWLEDGE
OFFICIAL SAFETY MAGAZINE OF THE U.S. ARMY
HOW DID WE DO?
FISCAL 2012 END-OF-YEAR REVIEW
Knowledge, January 2013
Official Safety Magazine of the U.S. Army

Latest PLRs

POV CRASH CLAIMS
ONE SOLDIER'S LIFE
A 2nd Brigade Combat Team, 101st Airborne Division, Fort Campbell, Kentucky, Soldier on leave died ... [more](#) >>

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Daily Accident Statistics
[Click Here](#)

Top Training Links

- [Composite Risk Management Courses](#)
- [Commander's Safety Course](#)
- [Additional Duty Safety Course](#)

Top USACR/SAFETY CENTER Tools

TRIPS
Travel Risk Planning System
Going on leave, pass or TDY?

ReportIt
Loss Reporting Automation System.
Report an Aviation or Ground accident.

GRAT
Ground Risk Assessment Tool Get accident hazard and Control information.

RMIS
Risk Management Information System
Find Army info on accidents.

Online Training
Access to safety education resources, online training and other tools.

ARAP
Army Readiness Assessment Program-
Learn the safety culture and climate within your organization.

Additional Risk Mitigation Resources

<http://www.211.org/>

<http://www.militaryonesource.com/skins/MOS/home.aspx>

<http://www.usa4militaryfamilies.dod.mil/>

<http://www.benefits.gov/>

<http://www.military.com/>

<http://benefits.va.gov/benefits/>

<http://www.wtc.army.mil/>

<http://www.disability.gov/>

<http://www.myarmyonesource.com/skins/malt/home.aspx?AllowSSL=true>

<http://www.aerhq.org/>

<http://www.dol.gov/dol/topic/unemployment-insurance/>

<https://www.hnfs.net/content/hnfs/home.html>

<http://www.humana-military.com/>

<http://www.operationmilitarykids.org/public/home.aspx>

<http://www.ptsd.va.gov/>

<http://www.ptsdmanual.com/>

<https://safety.army.mil/>

<http://www.guardyourhealth.com/>

<http://www.army.mil/readyandresilient/>

<http://www.armyg1.army.mil/hr/suicide/>

The Nature of My Problem Is:

Marital/Family Issues	Child Care/Child Abuse	Healthcare	Legal/Financial	Basic Needs	Emergency
<p>*Behavioral Health Mary E. Walker-assists soldiers and individuals cope more effectively with emotional stress (760) 380-3631</p> <p>*Family Advocacy Program, Victim Advocates- assistance and support to victims of domestic abuse. Prevention and education with classes and trainings for Soldiers and Family members. (760) 380-5467</p> <p>*Domestic Violence Hotline-24/7 assistance reporting domestic violence. (760) 267-9792</p> <p>*Family Advocacy Program, Social Work Services-provides individual and marriage counseling to Soldiers and Family members. (760) 380-6302</p> <p>*Social Work Services Hotline-24/7 assistance reporting domestic abuse. (760) 713-9523</p> <p>*Sexual Assault and Prevention Office (SHARP)- assists victims of sexual violence and provides support. (760) 380-2290</p> <p>*Sexual Assault Hotline-24/7 assistance reporting sexual assault. (760) 401-3074</p> <p>*DoD Safe Helpline (877) 995-5247</p> <p>*Military Family Life Consultants (MFLC)- provides anonymous and confidential assistance to prevent family distress. (760) 499-4261</p> <p>*Installation Chaplain- provides assistance and support to individuals and married couples (760) 380-3562/3440</p> <p>*Military OneSource Counseling Services-short-term, non medical counseling options to Soldiers and their Families. (800) 342-9647</p>	<p>*New Parent Support Program-provides supportive and caring services to Military Families with young children at home. (760) 380-4021</p> <p>*Child, Youth & School Services (CYSS)- offers before and after school care and programs for children between 6 weeks and 18 years old. Additionally, CYSS provides team and individual sports, instructional classes, and babysitter referral (760) 380-2257/2270</p> <p>*Child Development Center (CDC)-childcare services for infants, toddlers, pre-school. (760) 380-9441</p> <p>*School Age Center- offers before and after school child care for K-5th grade (760) 380-4163</p> <p>*Family Child Care (FCC)-offers child care option in individual housing. (760) 380-2267/3502</p> <p>*Middle School and Teen Center (MST)-provides quality programs meeting the needs of youth grades 6-12 with activities after school, evenings and on Saturdays. (760) 380-3732</p> <p>*Army Community Service, Family Advocacy Program (FAP)-prevention and education for child abuse with classes and trainings for Soldiers and Family members. Free childcare provided. (760) 380-4474/5467/2409</p> <p>*Family Advocacy Program-Social Work Services-individual and couples counseling with Clinical Social Workers. (760) 380-6302</p> <p>*Family Advocacy Program Child Abuse Hotline-24/7 number to report child abuse and neglect (on post). (760) 713-9523</p> <p>*Criminal Investigation Division (CID)-investigation of criminal child abuse cases. (760) 380-4967</p> <p>*San Bernardino Child Family Services (CFS)-24/7 hotline to report child abuse & neglect (off post). (800) 827-8724</p>	<p>*Army Substance Abuse Program (ASAP)- screening, assessment, counseling, and education to civilians, and soldiers. (760) 380-4153</p> <p>*Behavioral Health-assists in developing coping skills for emotional stress, such as depression, anxiety to Soldiers and individuals. (760) 380-3631/7367</p> <p>*Mary Walker Center-provides a broad range of comprehensive services to beneficiaries. (760) 380-7343</p> <p>*Weed Army Community Hospital-health care services to beneficiaries. (760) 380-3114</p> <p>*Shuttleworth Dental Clinic-dental services for active duty Soldiers only. (760) 380-3166</p> <p>*Dental Clinic 1-dental services for Family members and pediatric welcome on a limited emergency basis. (For routine dental care visit an appropriate private dental clinic) (760) 380-3196</p> <p>*Weed Army OB/GYN Clinic-high quality health care for pregnant women and women with gynecological related issues. (760) 380-0613</p> <p>*Weed Army Labor and Delivery Unit- providing quality care for ante-, intra-, and post partum beneficiaries. (760) 380-3185</p> <p>*TRICARE Services-health care program for Soldiers, retirees and Family members. (877) 874-2273</p> <p>*Freedom Fitness Center-offers a variety of equipment for personal fitness training. (760) 380-3685</p> <p>*Memorial Fitness Center-fitness facility with the latest equipment. (760) 380-7715</p> <p>*Resiliency Center & Wellness Center-offers The Box Fitness Center, free classes, saunas, multi-purpose fitness room for Yoga, Judo and virtual fitness and Fit Foods offering a fitness store and healthy food options. The Army Wellness Center offers free fitness assessments. (760) 380-6488 Resiliency Ctr. (760) 380-7373 Wellness Ctr.</p>	<p>*Legal Assistance (JAG)-provides legal advice and assistance to Soldiers, Family members and retirees. (760) 380-5321</p> <p>*Tax Center-(January-April)-free assistance for income tax filing. (760) 380-5604</p> <p>*Installation Office of the Inspector General (IG)-provides assistance, inspections, investigations to all Military personnel, Soldiers and civilians that may affect procedural processes. (760) 380-3038</p> <p>*Army Community Service, Financial Readiness Program-offers budget counseling, financial management readiness training, and interest free-loans or grants during emergencies. (760) 380-9194/3513</p> <p>*Financial Peace University-voluntary program lead by unit Chaplains. Contact Your Unit Chaplain or the Installation Chaplain (760) 380-3562/3440</p>	<p>*Women, Infant, and Child (WIC)-increases nutritional education within the community. (800) 472-2321</p> <p>*Military Personnel Division (DEERS)- ensures the provision in the Defense Enrollment Eligibility Reporting System for official identification cards to Soldiers, Family members and civilians. (760) 380-3500</p> <p>*Commissary-variety of groceries to buy for Beneficiaries. (760) 380-3560</p> <p>*Exchange-a retail department store offering anything that Beneficiaries might need. (760) 386-2060</p> <p>*Army Community Service, Exceptional Family Member Program (EFMP)- coordinates community support to Families with special needs. (760) 380-3698</p> <p>*Army Community Service, Family Employment Readiness Program-provides employment and resume writing assistance. (760) 380-5165</p>	<p>*Fort Irwin Military Police (MP)-24-hour law enforcement, force protection, and community assistance. (760) 380-4444 or 4400/2707</p> <p>*Weed Army Community Hospital-emergency health services to beneficiaries. 911 (Paramedics)</p> <p>*Criminal Investigation Division (CID)- investigation of criminal cases such as sexual assault, child abuse and any criminal activity. (760) 380-4967</p> <p>*Barstow Police Department-24 hours /7 days, law enforcement in Barstow. (760) 256-2211</p> <p>*Barstow California Highway Patrol- 24/7 provision of safety, service, and security in the Highway Patrol. (760) 255-8750</p> <p>*Fort Irwin Suicide Prevention- "Our mission is to create and sustain a culture with an increased emphasis on Health Promotion, Resilience Building, and Risk Reduction to promote life." (760) 380-9446</p> <p>*Military Crisis Line- Confidential help for Service Members And their Families (800) 273-8255 PRESS 1</p>

Additional resources can be found in the Community Resource Guide:

http://www.irwin.army.mil/PdfFiles/Fort_Irwin_Resource_Guide.pdf

What Is a “Good Soldier?”

Ultimately a “Good Soldier” is more than one who meets or exceeds all Army Standards, more than one who is where they are supposed to be, when they are supposed to be, in the proper uniform, and physically and mentally prepared to accomplish the mission at hand.

They are Soldiers who always do their duty – even when no one is watching. They adhere to the Army Values in and out of uniform – with or without Leader supervision.

If the Soldier is a Leader (NCO/Officer) they lead by example all the above and have the moral courage and professional obligation to enforce the standards of the profession.

Remember, the Army is a profession...more than a mere job. Through developmental progression, new members (PVT/PFC) (WO1/2LT) start at a lower level of expectation in the embodiment of the professional values. Over time through experience and counseling, junior members learn to Live and Be the standards of the profession – they buy-in to the values of the profession and live by them, thereby becoming professional Soldiers and members of the profession.

Through quality developmental counseling, we can tap into the potential of hard workers and lead them to grow into professionals. Use this counseling guide to assist you in developing your subordinates. Grow adaptive leaders – grow professional Soldiers.

